

The University of Tennessee Institute of Agriculture  
**GUIDELINES for ANNUAL PERFORMANCE REVIEW**

## **PREFACE**

**PREFACE** Annual planning, reporting and evaluation is an important part of professional development. Through the planning process, the faculty member and department head agree upon the expectations for the upcoming year. Through reporting, the faculty member documents activities, accomplishments and impacts associated with agreed-upon expectations. Through evaluation, the department head assesses the extent to which the faculty member met the agreed-upon expectations and provides narrative comments regarding the faculty member's performance. The department head rates the performance level for each category and gives an overall rating, which will be used as the faculty member's official annual rating for promotion and cumulative performance review. The department head provides separate ratings associated with the faculty member's assignment in teaching, research and extension.

## **INSTRUCTIONS FOR COMPLETING FORMS**

The planning, reporting and evaluation forms are to be completed using templates that can be downloaded from the UTIA Web site. Faculty members should prepare the **UTIA Annual Expectations Form** (planning form) prior to meeting with the department head to discuss the upcoming year's plans. Faculty members are encouraged to complete the **UTIA Annual Reporting Form** as activities occur throughout the year in order to make the report as comprehensive and accurate as possible. The Department Head will complete the **UTIA Annual Evaluation Form** and the Faculty Annual Review Report per the Faculty Handbook and Manual on Evaluation after reviewing the faculty member's Annual Reporting Form.

The forms are designed to provide as much space as needed to enter the requested information. During the planning process, **expectations** should be listed on the UTIA Annual Expectations Form for each category that is applicable to the faculty member's assignment for the year. These expectations may be revised after the annual planning meeting with the department head. For reporting, the faculty member should document activities, accomplishments and impacts under each applicable subheading on the UTIA Annual Reporting Form.

## **PLANNING, REPORTING AND EVALUATION INSTRUCTIONS AND PROCESS PLANNING, REPORTING AND EVALUATION INSTRUCTIONS AND PROCESS**

### **1. Expectations (Planning)**

**Step 1.** Faculty members should complete the UTIA Annual Expectations Form by summarizing their job expectations for the next calendar year, using the categories as guidelines. *These expectations, when agreed upon by the department head, form the faculty member's job expectations for the next calendar year.* Faculty members should be realistic in stating expectations, because next year's evaluation ratings will directly address these expectations. Faculty members should **list recurring activities** and **highlight new strategic initiatives**. **Recurring activities** include teaching the same courses as previously, continuing ongoing teaching, extension or research projects or programs, and other activities that are a continuation of existing activities. **Strategic initiatives** are new activities undertaken to enhance or improve the faculty member's extension, teaching, research or service program(s). Examples of strategic initiatives include: developing a new undergraduate or graduate course, developing internet methodology for existing courses or for agent/staff training programs, developing new software programs or other creative products, writing additional papers beyond normal expectations for submission to refereed journals, preparing a new major grant proposal, or developing and leading a new teaching/research/extension initiative. Strategic initiatives are activities that will receive high priority during the year and that may be a major focus during the subsequent evaluation.

**Step 2.** Faculty members should notify their department head when the UTIA Annual Expectations Form has been completed. The intent is that the UTIA Annual Expectations Form for the coming year will be reviewed by the department head at the same time that the head reviews the Reporting Form for the current year. Department heads are to bring an unsigned printed copy of the Expectations Form to the annual review meeting with the faculty member. The department head and faculty member will discuss the proposed expectations and make revisions as necessary by marking changes directly on the printed copy of the form. The expectations for the upcoming year may vary from the actual appointment percentage because of the needs of the department's and Institute's programs. The department head and faculty member should sign the form to signify that they have reached a mutual agreement regarding expectations for the upcoming year.

### **2. Reporting**

Faculty members should complete the UTIA Annual Reporting Form no later than **December 15**. The report should be for the three preceding calendar years. The faculty member may enter information into the Reporting Form throughout the year, logging activities and accomplishments as they occur. The faculty members should consider the categories and their descriptors as guidelines for describing faculty accomplishments. Faculty members should use the 'Other' category to cover any activity or accomplishment that does not fit into other categories.

In Section A (Summary), faculty members should summarize their activities as well as the most significant impacts of their teaching, research or extension programs and projects. The impacts should describe how their efforts were translated into effects on students, clients, citizens, other professionals, the environment, the economy, etc. Impact statements will generally reflect the culmination of more than one year's work.

### 3. Evaluation

The primary purpose of the Annual Evaluation Form is to guide the dialogue between the department head and faculty member to ensure a mutual understanding of job expectations and accomplishments and to enhance faculty development. Department heads should complete the UTIA Evaluation Form and the Faculty Annual Review Report per the Faculty Handbook and Manual on Evaluation. After reviewing the faculty member's UTIA Annual Expectations Form and UTA Annual Reporting Form for the evaluation year. The head should bring a printed copy of the UTIA Annual Evaluation Form to the review meeting.

Department heads should provide a narrative statement in the 'Evaluator Comments' box to describe their assessment of the faculty member's annual performance. This assessment should reflect the accomplishments and impacts from the UTIA Annual Reporting Form and how these relate to the agreed-upon expectations. The department head should check the appropriate ratings box for each category and provide an overall rating of performance. The department head should also check the appropriate rating for extension, teaching, research, depending on the faculty member's appointment and job expectations. The department head must make specific comments in the 'Evaluator Comments' box regarding any category where the performance was rated as 'Exceeds Expectations for Rank', 'Needs Improvement for Rank' or 'Unsatisfactory for Rank'. Comments are also welcomed that emphasize areas of special merit and that characterize progress regarding strategic initiatives. The department head should also indicate any recommended changes in teaching, research and/or extension appointment percentages.

The evaluation process should be completed as soon as possible, but not later than **February 28**, after the end of the reporting year.

Please note – All annual evaluations of tenure-track and tenured faculty are to be submitted to the Office of the Vice President for Agriculture by **May 1**. The deadline for annual evaluations of department heads to be submitted to the Office of the Vice President for Agriculture is **May 30**.
