

**THE UNIVERSITY OF TENNESSEE AT MARTIN
PLANNING AND ASSESSMENT FORM**

2009

Faculty Member: _____

Department Chair/Dean: _____

I. Planning Conference (Early Spring Semester)

- A. Statement of institutionally and departmentally related objectives, methods of assessment, and departmental support for this calendar year, including Affirmative Action efforts:

B. Additional Comments

1. Department Chair's Comments:

2. Faculty Member's Comments:

C. Outside Employment/Consulting Activities: If you engage in consulting or outside business ventures, does the activity fall within the Faculty Handbook guidelines outlined in section 2.12.3?

Yes No (Circle one)

If the answer is "No," please explain.

We have discussed and agreed upon this statement of objectives, methods of assessment, and departmental support for the current year.

Signature: _____
Department Chair

Faculty Member

Date

Date

II. Review Conferences

(Optional—may be requested by chairperson or faculty member)

Changes in the statement of objectives are as follows: (Date and initial.)

III. Final Assessment Conference (Early Spring Semester)

(Note: The same meeting may serve as planning conference for the year ahead.)

Date of Conference: _____

A. Department Chair's suggestions for the year ahead:

NOTE: Please forward a copy of this page to Academic Affairs.

Faculty Member: _____ Department: _____ Year: **2008**

B. Institutional and departmental responsibilities, including Affirmative Action efforts have been discharged through the accomplishment of established objectives as follows:

Faculty member's comments:

Signature: _____
Department Chair *Faculty Member*

Date: _____