

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

2022

Faculty Member: _____

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 (attach additional pages if needed):

- B. Additional Comments

1. Chair's Comments:

2. Faculty Member's Comments:

C. Consulting/Outside Employment 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.

Chair Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

II. Review Conference (Optional – may be requested by chair 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. Chair's suggestions for the year ahead:

IV. Faculty Member:

Year: _____

Department:

Faculty IRIS #: _____

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

Faculty member's comments:

Chair Signature: _____ Date: _____

Faculty Member Signature: _____ Date: _____

Dean Signature: _____ Date: _____