

**Yearly Goal-Setting Meeting for all Tenured Faculty (All Ranks)**  
**September 2021**

**Guidelines for Chairs**

The Yearly Goal-Setting Meeting for all Tenured Faculty addresses matters of Research/Creative Activities, Teaching and Service. The meeting should cover the preceding 12 months and plans for the upcoming year

A Meeting Template is provided that departments can alter and use for their specific needs. The template provides places for faculty to write about or outline their plans for future research/creative activities, teaching and service. Faculty will also be prompted to indicate any factors that inhibit career growth. In addition to the template, faculty should update their Faculty180 profile in Interfolio (used for sabbaticals, promotions, and general faculty activity review).

The outline below (related to the Meeting Template) provides some guidelines for the kinds of information each chair should request.

**Yearly Goal-Setting Meeting**

- I. Research/Creative Activities
  - a) Please list and describe plans for research/creative activities in the upcoming year.
  - b) Provide planned dates of submission of grants, fellowships, publications, creative activities
- II. Verify level of compliance
  - a) RCRS
  - b) lab safety
  - c) other training/compliance requirements
- III. For what awards should the department be nominating you?
- IV. Plan a timeline for promotion to full or distinguished, if appropriate
- V. As appropriate, please provide information on any factors that are impeding your career development. Or if you prefer, please bring these factors to your chair's attention during the yearly review meeting.