

## UNCG REPORT FORM

### I. BASIC DATA ON FACULTY MEMBER UNDER REVIEW

A. Name \_\_\_\_\_

Department \_\_\_\_\_ Review Period \_\_\_\_\_

Status (circle one):      Tenured  
                                    Non-tenures - on tenure track  
                                    Other full time  
                                    Part time

B. Attach a separate page (or separate pages) that lists goals (general intentions, expectations, focus areas, domains of concern, and so forth) that have been agreed to by the faculty member and his/her department chair at the beginning of the academic year. Goals may fall in any or all of the following categories, as appropriate:

- Instruction (teaching; advising; program/curriculum development)
- Scholarship/Research/Creative Activity
- Service (University; professional; public)
- Administrative assignments
- Directed professional activity
- Other special assignments

In preparing these goals, the faculty member and chair should consider purposes of the academic unit and the mission of the University. It may also be appropriate to include some goals that respond to circumstances unique to the individual faculty member that are responsive to conditions that are deemed relevant both to the faculty member and the department chair.

Conditions may change after the faculty member and department chair negotiate the original set of goals. In recognition of this reality, either the faculty member or the department chair may request a meeting at any time during the academic year to discuss needed changes. Both the faculty member and the chair must agree to any modifications resulting from such a meeting.

C. At the end of the year, the faculty member will attach a summary of the faculty member's accomplishments relative to his/her goals.

