

University of Tennessee Health Science Center  
CERTIFICATION OF ANNUAL PERFORMANCE AND PLANNING REVIEW  
Of Department Chairs & College Administrators

Form 12

I have evaluated the Department Chairs and College Administrators within my college and have completed the procedures prescribed for the Chair/Administrator Performance Assessment.

Discussions with the individual Chairs/Administrators included the following:

1. Discussions of the role of the Chair in accordance with Faculty Handbook, Sections 4.4.1 and 5.1.3 or, if applicable, the role of the College Administrator;
2. Discussions with all tenure-track Chairs/Administrators concerning progress toward tenure consideration in accordance with Faculty Handbook, Section 4.14.3.2; and
3. Discussion of overall performance, enumerating strengths and weaknesses.

Each Chair/Administrator has been provided with a copy of the completed Form 11: Summary of Annual Performance and Planning Review of Department Chairs and College Administrators relative to the Chair/Administrator's activities during this evaluation period in accordance with Faculty Handbook, Sections 4.14.3, 4.16.3, and 5.3.2.

**For all Chairs/Administrators, I am submitting the following:**

1. Form 11 – Summary of Annual Performance and Planning Review of Department Chairs and College Administrators
2. Narrative Summary – including work assignment and mutually established academic goals for the coming year
3. Updated CV

**As needed for specific Chairs/Administrators, I am submitting the following:**

1. Form 9 – Annual Review Improvement Template (required for Chairs/Administrators who receive a Needs Improvement for Rank or Unsatisfactory for Rank rating)
2. The Chair/Administrator's optional response to the Dean's evaluation (if provided by the Chair/Administrator)
3. Form 2 – Summary of the Interim Probationary Review of Tenure-Track Faculty (required for Chairs/Administrators who received the mandatory interim probationary review for tenure)

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Dean (typed name)

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Date

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College

This form, along with all required documentation for each Chair/Administrator, should be forwarded to the Office of Academic, Faculty & Student Affairs no later than July 2, 2018.

Distribution: Chief Academic Officer  
Departmental Files  
Dean