

The University of Tennessee Institute of Agriculture

**ANNUAL EXPECTATIONS FORM**

Name: \_\_\_\_\_ Title/Rank: \_\_\_\_\_ Department: \_\_\_\_\_

Annual Performance Period: From \_\_\_\_\_ To \_\_\_\_\_

Personnel Number: \_\_\_\_\_

Faculty members, briefly summarize job expectations for the coming year. Highlight new initiatives in bold.

- A. **REVIEW OF WORKLOAD VS. APPOINTMENT.** *Specify how job expectations for the coming year may cause your workload to vary from actual appointment percentages.*
- B. **PROJECTS AND PROGRAMS (EXTENSION, RESEARCH AND TEACHING).** *Describe teaching, research or extension projects and programs planned for the year.*
- C. **INSTRUCTION, TEACHING AND EXTENSION EDUCATION.** *Describe credit and non-credit instructional and teaching efforts planned for the year.*
- D. **PUBLICATIONS.** *Describe the publications that will be prepared and submitted during the upcoming year.*
- E. **FUNDING.** *List the grants or contracts that you anticipate submitting, the grants or contracts that you anticipate receiving (based on prior communications), and the gifts or other revenues that you anticipate that your program will receive.*
- F. **OTHER CREATIVE ACTIVITIES.** *Describe intellectual property disclosures, computer software or hardware products, educational tools, or other creative activities that you expect to develop during the year.*
- G. **SERVICE.** *Describe other client-oriented outreach activities and professional service to colleagues that you will undertake during the year.*

H. **PROFESSIONAL DEVELOPMENT.** *Describe the professional development activities that you will undertake during the year.*

I. **PERSONNEL SUPERVISION.** *List the Postdoctoral Fellows, Research Associates, Research Assistants, Technicians, Extension Associates, Extension Assistants, Graduate Assistants or others that you will supervise during the year.*

Faculty member and department head: Mark on sheet as necessary if revising expectations during your annual evaluation discussion. Signify reaching a mutual agreement regarding expectations by signing the form.

Signature of evaluator \_\_\_\_\_ Date \_\_\_\_\_

Signature of faculty member \_\_\_\_\_ Date \_\_\_\_\_