

AEI Annual Review Goal-setting and achievement form

This activity is required for all faculty members for all appointments. To meet expectations, one of the following formative activities is needed. To apply toward exceeding expectations for a given appointment, you must engage in three or more of the formative activities. (All teaching faculty must engage in one formative observation per year.)

Name:

For which appointment did you set a goal? Circle one:

Please complete one form for each appointment held during the calendar year.

Teaching

Administration

Project Work

What was your goal for improving your performance this year and how does it relate to your position?

Goal (state in 50 words or less):

How it relates to your position (state in 100 words or less):

How did you work to achieve this goal?

___ Formative observation (for teaching only – attach observation form[s])

___ Read an article or book chapter (attach a summary with title, author, link, etc.)

___ Attended a workshop/presentation/webinar (attach a summary with presenter, location, dates, etc.)

___ Other – explain (attach a summary)

If you engaged in multiple activities, please provide information on all.

Provide a self-reflection on why you set this goal, what you learned and how this led to improvement in your work performance and/or skills relate to the specified goal. (200-300 words)