**Annual Goals & Reflection  
Faculty Handbook**[**Subdivision 3.5b**](https://provost.uni.edu/sites/default/files/inline-uploads/faculty_handbook_-_july_1_2024_-_june_30_2025.v2.pdf#page=30)

All Faculty shall develop *Annual Goals*, which are due by your individual Fall meeting with your Department Head (before September 30).  
  
The *Reflection* sections are due by the April 15 deadline, as part of your Annual Review.

\*\*If your goals change throughout the academic year, please discuss in your April 15 Reflection

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| --- | --- | --- |
| Name: | Enter First Name | Enter Last Name |

|  |  |
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| Email Address: | Enter email address |

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| --- | --- |
| Department: | Select your department |

Annual Goals:  
Due before September 30

Teaching\* - List your annual goals for **teaching**\*, which should be succinct and substantive. ([See Subdivision 3.5b](https://provost.uni.edu/sites/default/files/inline-uploads/faculty_handbook_-_july_1_2024_-_june_30_2025.v2.pdf#page=30))

Scholarship - List your annual goals for **scholarship**, which should be succinct and substantive. ([See Subdivision 3.7b](https://provost.uni.edu/sites/default/files/inline-uploads/faculty_handbook_-_july_1_2024_-_june_30_2025.v2.pdf#page=32))

Service - List your annual goals for **service**, which should be succinct and substantive. ([See Subdivision 3.8b](https://provost.uni.edu/sites/default/files/inline-uploads/faculty_handbook_-_july_1_2024_-_june_30_2025.v2.pdf#page=34))

To submit Annual Goals:

1. Leave the reflection sections below blank. DO NOT DELETE THE SUBSEQUENT SECTIONS.
2. Save this document as a Word Document. **Please use your last name, first name in the name of the file.**
3. Upload this document to the [Annual Goals & Reflection Jotform](https://aa.forms.uni.edu/241985351162054)
4. The form will be automatically sent to your departmental office.

The following sections are to be completed for the April 15 deadline

Annual Reflection:  
Due April 15

List courses taught (Fall & Spring). Include departmental course # and section # *(ex: MGMT 1020:05)*

Annual Reflection on **Teaching**:  
[See Subdivision 3.5b](https://provost.uni.edu/sites/default/files/inline-uploads/faculty_handbook_-_july_1_2024_-_june_30_2025.v2.pdf#page=30) (required component)

1. Write a brief reflection on how you worked towards achieving your teaching\* goals:

1. List your overall teaching accomplishments for the current academic year and specify how they “met" or "exceeded expectations” according to University Guiding Standards and your Departmental Standards and Criteria.

1. Reflect on your previous year's Spring and this year's Fall student assessments, feedback from teaching observations (as applicable), and optional faculty development efforts (if pursued). Document specific actions taken to improve teaching in response to feedback from assessments. In addition, discuss any materials uploaded in Sharepoint to document teaching effectiveness and performance.

Annual Reflection on **Scholarship**:  
[See Subdivision 3.7b](https://provost.uni.edu/sites/default/files/inline-uploads/faculty_handbook_-_july_1_2024_-_june_30_2025.v2.pdf#page=32) (required component)

1. Write a brief reflection on how you worked towards achieving your scholarship goals:

1. Scholarship is reviewed for its quality and meaningful impact. A.) List your overall scholarship accomplishments, with proper citations, from April 1 of the previous year through March 31 of the current year. B.) Specify how you "met" or "exceeded expectations" according to University Guiding Standards and your Departmental Standards and Criteria. C.) Discuss any materials uploaded in Sharepoint to document your scholarship accomplishments, including peer review documentation, as applicable.

Annual Reflection on **Service**:  
[See Subdivision 3.8b](https://provost.uni.edu/sites/default/files/inline-uploads/faculty_handbook_-_july_1_2024_-_june_30_2025.v2.pdf#page=34) (required component)

1. Write a brief reflection on how you worked towards achieving your service goals:

1. Service is reviewed for its quality and meaningful impact. A.) List your overall service activities from April 1 of the previous year through March 31 of the current year. The documentation should be according to your role (including any leadership role), level of participation, and meaningful contributions. B.) Specify how your service activities "met" or "exceeded expectations" according to University Guiding Standards and your Departmental Standards and Criteria. C.) Discuss any materials uploaded in Sharepoint to support your service accomplishments during this review period.

To submit Annual Goals & Reflection (Due April 15):

1. Save this document as a Word Document using the correct naming convention (including your last name) *(ex: 2024\_04\_LastName\_Annual\_Goals\_Reflection)*
2. Upload this document to the [Annual Goals & Reflection Jotform](https://aa.forms.uni.edu/241985351162054)
3. The form will be automatically sent to your departmental office for inclusion into your Faculty Evaluation File.