**Planning for the Year Ahead**

**(**Each section may be as long as necessary; see “The Planning Document for Use in the Baylor University Annual Faculty Performance Review Process: Sample Statements for Planning Documents” for tips.)

To be completed by the faculty member:

**Teaching Goals and Plans:**

**Research/Creative Work Goals and Plans:**

**Assigned Administrative Responsibilities Goals and Plans:**

**Service/Academic Citizenship Goals and Plans:**

To be completed by the chair:

**Chair’s response to faculty member’s goals and plans for the year ahead:**

To be completed by the faculty member:

I acknowledge that I have seen the chair’s evaluation of my performance, and I have discussed with her or him my goals and plans for the year ahead.

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 Faculty Member’s Signature

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 Date