**Memorandum of Annual Meeting with**

**Department Head/School Director**

Department Heads/School Directors are expected to meet annually with each faculty member within their unit, with priority given to faculty members who have upcoming reviews for reappointment, promotion, and tenure. The purpose of the meeting is to discuss the aforementioned processes, the faculty member’s academic activities and accomplishments since the last meeting, identify development and leadership opportunities, review criteria and departmental expectations, and future planning. It is also an opportunity for the faculty member and Head to identify any potential challenges and discuss what support (if any) is needed.

It is the responsibility of the faculty member to provide an annual activity report and up-to-date curriculum vitae each year by the requested deadline for review by the Head. The Department Head/School Director will seek input from the Regional Associate Dean (RAD) if teaching/service is assigned by the RAD, or from the Partner Institution, as applicable.

At the conclusion of the meeting, the matters discussed must be documented and signed by both parties. Signatures reflect consensus of the discussion and not necessarily agreement on the evaluations or advice provided. This document may be used for this purpose.

**NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Last Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of This Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assigned Mentor (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Distributed Site (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ANNUAL DOCUMENTATION:**

[ ]  Faculty Annual Activity Report (past calendar year)

[ ]  UBC CV

[ ]  Conflict of Interest/Commitment (up to date and discussion re: management of conflict)

[ ]  RAD Comments (if applicable)

[ ]  Partner Institution Comments (if applicable)

[ ]  Other Documentation / Additional Context (i.e. teaching evaluations): \_\_\_ \_\_\_\_\_

**ACADEMIC REVIEW:**

[ ]  **Teaching**

**Classes/courses taught (hours):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Undergraduate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postgraduate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Classes/courses preferred:** \_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

 \_\_\_\_\_

**Student supervision:** \_\_\_\_\_

Undergraduate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postgraduate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remedial Efforts (i.e. CTLT, Faculty Development):** \_\_\_\_\_

\_\_\_ \_\_\_\_\_

 \_\_\_\_\_

Date of last peer observation of teaching review: \_\_\_\_\_

Date of next peer observation of teaching review: \_\_\_\_\_

[ ]  **Scholarly Activity and Educational Leadership (as applicable)**

[ ]  Traditional [ ]  Professional Contributions [ ]  Scholarship of Education [ ]  Blended

Traditional Publications: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Professional Contributions: \_\_\_\_\_

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Scholarship of Education: \_\_\_\_\_

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Educational Leadership: \_\_\_\_\_

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Current External Funding: \_\_\_\_\_

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 \_\_\_\_\_

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 \_\_\_\_\_

Opportunities for Funding/Salary Awards: \_\_\_\_\_

 \_\_\_\_\_

 \_\_\_\_\_

Funding/Salary Awards applications that were unsuccessful: \_\_\_\_\_

 \_\_\_\_\_

Local/National/International Stature/Recognition (i.e. presentations, scholarly impact): \_\_\_\_\_

 \_\_\_\_\_ \_\_\_\_\_

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[ ]  **Academic Service to the University and Community; Departmental Engagement**

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[ ]  **Equity, Diversity and Inclusion (EDI) Activities in academic, professional, or community contexts.** This can be any areas such as research, teaching, service, professional development, etc.

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**FUTURE PLANNING:**

[ ]  **COI Declarations**

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[ ]  **Reappointment Preparation Reappointment Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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[ ]  **Promotion/Tenure Plan and Preparation Review Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Review of Criteria and Departmental Expectations including how teaching, scholarly activity, educational leadership and service will be assessed:**  \_\_\_\_\_

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**Potential difficulties and how concerns may be addressed:**  \_\_\_\_\_

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[ ]  **Study Leave**

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 \_\_\_\_\_

[ ]  **Retirement Plan**

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**Focus/Academic Deliverables for the Upcoming Calendar Year:**

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**Additional Comments:**

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**Faculty Member’s Comments:**

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**Timeframe for Next Meeting:**  \_\_\_\_\_

\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Department Head/School Director Faculty Member

\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Date Date