**Annual Performance Evaluation Form - Research Track Faculty**

**Submitted by: Lab PI or Core Lab Scientific Director NAME**

**Research Track Faculty Member: NAME**

**Rank**:

**Sponsor/Lab PI**:

**Date of Last Appointment**:

**Review Date**:

*Does this individual have substantive responsibilities outside of your research lab?* **Yes** or **No**

If so, please attach the current job description.

**Financial Information**

Please verify that the Funding Form for Research Track Appointments, completed by your Department Admin and POD Finance Team, is correct. If changes are needed, please consult with your POD Finance Team to make the necessary changes and copy the Department Admin with the updated Funding Form.

The Funding Form and a copy of the Annual Performance Evaluation Form must be returned to the Department Admin in order to complete the reappointment process.

**Annual Evaluation**

Please provide a written evaluation of the Research Track Faculty member below. This information should be discussed with the faculty member in a one-on-one meeting.

**Recent Research Contributions**:

Research efforts can be collaborative or independent in nature. You should evaluate research accomplishments (laboratory efforts, authorship, presentations).

**Teaching & Service:**

You should evaluate teaching (quality and quantity) and service, if defined in a Job Description.

**Summary**:

You should explicitly provide an assessment of the faculty member in the context of the institutional criteria for promotion, as defined in Appendix 1.

Faculty Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Sponsor/Lab PI Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_