**OVERVIEW**

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|[ ]  **This document is a *Performance Remediation Plan (PRP)* resulting from Annual Evaluation on** | Select Date |
|  | As outlined in [UGA Policy Number 03.03.001](https://policy.uga.edu/policies/#/programs/HklsxwDIp), Annual Evaluation, if the performance overall or in any of the assigned areas of effort is judged to be a 1 – Does Not Meet Expectations, or a 2 – Needs Improvement, the faculty member must be provided with a *Performance Remediation Plan (PRP)* to remediate their performance during the next year. The evaluator will develop the PRP in consultation with the faculty member. |
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|[ ]  **This document is a *Performance Remediation Plan (PRP)* resulting from Third Year Review on**  | Select Date |
|  | As outlined in [UGA Guidelines for Appointment, Promotion, and Tenure of Academic Rank Faculty](https://provost.uga.edu/wp-content/uploads/appointment-promotion-tenure-guidelines-academic-rank-faculty.pdf), section VI.C, if the performance in any of the faculty member’s assigned areas of effort is judged to be to reflect insufficientprogress toward promotion and/or tenure, the PTU head, third-year review committee, and faculty membermust develop a *Performance Remediate Plan (PRP)*.  |
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|[ ]  **This document is a *Performance Improvement Plan (PIP)* resulting from Post-Tenure Review on**  | Select Date |
|  | As outlined in [UGA Policy Number 03.03.003](https://policy.uga.edu/policies/#/programs/rkzBVnOUa), Post Tenure Review, if the result of the post-tenure review is unsatisfactory, then a *Performance Improvement Plan (PIP)* shall be created by the promotion and tenure unit head, and Dean in consultation with the faculty member and the Post-Tenure Review Committee. |

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| **Name** | Faculty Member’s Name | **Email** | Faculty Member’s Email |
| **Current Rank** | Faculty Member’s Current Rank. | **Last Promotion Date** | Date of Last Promotion |
| **Tenure Status** | Select Tenure Status | **Tenured Date**(if applicable) | Date Tenure Granted |
| **Dept Head** | Dept/Unit Head’s Name | **Email** | Dept/Unit Head’s Email |
| **Other Supervisor**(if applicable) |  Director/Joint DH’s Name | **Email**(if applicable) |  Director’s Email |
| **Dean** | Dean’s Name | **Email** | Dean’s Email |
| **Attachment(s)** | Documents Attached | **Contract Type** | Select one |

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| **Assigned Allocation of Effort (AOE)** |
| % | Teaching |  | % | Scholarship/Research/Creative |  | % | Service |  | % | Administration/Other |
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| **AOE Notes**  | Explain distribution of *Other* area (e.g. Extension, Clinical) |

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| **Anticipated Date of Next Annual Evaluation** | Select Date |

**PLAN**

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| **Effort Area 1** - What is the effort area (e.g., Research), and what are the duties being targeted for improvement (e.g., publications, grants)? | **Goal/Outcome** - What is the overall goal for performance?  |
| Specific duties to improve | Goal/Outcome |

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|  | **Objective** - What specific, actionable activities will be taken to achieve the overall goal? | **Expectations for Improvement** - How is improvement defined and measured? What specific metrics will be used to track progress? | **Target Date/ Time Frame** - When should the objective be completed? |
| 1 | Objective 1 | Objective 1 Expectations | Objective 1 Due By |
| 2 | Objective 2 | Objective 2 Expectations | Objective 2 Due By |
| 3 | Objective 3 | Objective 3 Expectations | Objective 3 Due By |
| 4 | Objective 4 | Objective 4 Expectations | Objective 4 Due By |
| 5 | Objective 5 | Objective 5 Expectations | Objective 5 Due By |

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| **Support/Resources** - What additional development, resources, and/or support will be available? |
| Support/Resources |

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| **Monitoring Plan** – What is the timeline for four required meetings to review progress against objectives? What action will be taken if expected standards are not met? (Review meetings notes should be recorded in the *Progress Review Meetings* section of this document.)  |
| Monitoring Plan |

**SIGNATURES**

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|  |  |  |  |  |
| Signature of Evaluated Faculty Member  |  |  |  | Date |
|  |  | Name and Title of Evaluator |  |  |
| Signature of Evaluator |  | Name and Title of Evaluator |  | Date |
|  |  | Name and Title of Director |  |  |
| Signature of Center/Institute Director (if applicable) |  | Name and Title of Director (if applicable) |  | Date |
|  |  | Name of Dean |  |  |
| Signature of Dean |  | Name of Dean |  | Date |
|  |  |  |  |  |
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| A copy of this plan must be filed with the Office of Faculty Affairs  |
| **For OFA office use only** |
| Date received in OFA |  |  | Received by |  |
| Notes |  |

**PROGRESS REVIEW MEETINGS**

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| --- | --- | --- |
| **Review 1** |  |  |
| **Review Date** | **Objectives Met?** | **Consequences Were Discussed** |
| Date | Met? | o |
| **Progress Notes** |
| Progress Notes |
| **Additional Needs/Resources**  |
| Additional Needs/Resources |

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| Signature of Evaluated Faculty Member (acknowledging receipt) |  | Date |  | Signature of Evaluator |  | Date |

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| **Review 2** |  |  |
| **Review Date** | **Objectives Met?** | **Consequences Were Discussed** |
| Date | Met? | o |
| **Progress Notes** |
| Progress Notes |
| **Additional Needs/Resources**  |
| Additional Needs/Resources |

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| Signature of Evaluated Faculty Member (acknowledging receipt) |  | Date |  | Signature of Evaluator |  | Date |

**REVIEW MEETINGS**

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| **Review 3** |  |  |
| **Review Date** | **Objectives Met?** | **Consequences Were Discussed** |
| Date | Met? | o |
| **Progress Notes** |
| Progress Notes |
| **Additional Needs/Resources**  |
| Additional Needs/Resources |

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| Signature of Evaluated Faculty Member (acknowledging receipt) |  | Date |  | Signature of Evaluator |  | Date |

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| **Review 4** |  |  |
| **Review Date** | **Objectives Met?** | **Consequences Were Discussed** |
| Date | Met? | o |
| **Progress Notes** |
| Progress Notes |
| **Additional Needs/Resources**  |
| Additional Needs/Resources |

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| Signature of Evaluated Faculty Member (acknowledging receipt) |  | Date |  | Signature of Evaluator |  | Date |

**OPTIONAL ADDITIONAL PAGES**

 **PLAN CONTINUED**

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| **Effort Area 2** - What is the effort area (e.g., Research), and what are the duties being targeted for improvement (e.g., publications, grants)? | **Goal/Outcome** - What is the overall goal for performance?  |
| Specific duties to improve | Goal/Outcome |

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|  | **Objective** - What specific, actionable activities will be taken to achieve the overall goal? | **Expectations for Improvement** - How is improvement defined and measured? What specific metrics will be used to track progress? | **Target Date/ Time Frame** - When should the objective be completed? |
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| 4 | Objective 4 | Objective 4 Expectations | Objective 4 Due By |
| 5 | Objective 5 | Objective 5 Expectations | Objective 5 Due By |

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| **Support/Resources** - What additional development, resources, and/or support will be available? |
| Support/Resources |

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| **Monitoring Plan** – What is the timeline for four required meetings to review progress against objectives? What action will be taken if expected standards are not met? (Review meetings notes should be recorded in the *Progress Review Meetings* section of this document.)  |
| Monitoring Plan |

**PLAN CONTINUED**

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| **Effort Area 3** - What is the effort area (e.g., Research), and what are the duties being targeted for improvement (e.g., publications, grants)? | **Goal/Outcome** - What is the overall goal for performance?  |
| Specific duties to improve | Goal/Outcome |

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|  | **Objective** - What specific, actionable activities will be taken to achieve the overall goal? | **Expectations for Improvement** - How is improvement defined and measured? What specific metrics will be used to track progress? | **Target Date/ Time Frame** - When should the objective be completed? |
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| 2 | Objective 2 | Objective 2 Expectations | Objective 2 Due By |
| 3 | Objective 3 | Objective 3 Expectations | Objective 3 Due By |
| 4 | Objective 4 | Objective 4 Expectations | Objective 4 Due By |
| 5 | Objective 5 | Objective 5 Expectations | Objective 5 Due By |

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| **Support/Resources** - What additional development, resources, and/or support will be available? |
| Support/Resources |

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| **Monitoring Plan** – What is the timeline for four required meetings to review progress against objectives? What action will be taken if expected standards are not met? (Review meetings notes should be recorded in the *Progress Review Meetings* section of this document.)  |
| Monitoring Plan |

**PLAN CONTINUED**

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| **Effort Area 4** - What is the effort area (e.g., Research), and what are the duties being targeted for improvement (e.g., publications, grants)? | **Goal/Outcome** - What is the overall goal for performance?  |
| Specific duties to improve | Goal/Outcome |

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|  | **Objective** - What specific, actionable activities will be taken to achieve the overall goal? | **Expectations for Improvement** - How is improvement defined and measured? What specific metrics will be used to track progress? | **Target Date/ Time Frame** - When should the objective be completed? |
| 1 | Objective 1 | Objective 1 Expectations | Objective 1 Due By |
| 2 | Objective 2 | Objective 2 Expectations | Objective 2 Due By |
| 3 | Objective 3 | Objective 3 Expectations | Objective 3 Due By |
| 4 | Objective 4 | Objective 4 Expectations | Objective 4 Due By |
| 5 | Objective 5 | Objective 5 Expectations | Objective 5 Due By |

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| **Support/Resources** - What additional development, resources, and/or support will be available? |
| Support/Resources |

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| **Monitoring Plan** – What is the timeline for four required meetings to review progress against objectives? What action will be taken if expected standards are not met? (Review meetings notes should be recorded in the *Progress Review Meetings* section of this document.)  |
| Monitoring Plan |

**PLAN CONTINUED**

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| **Effort Area 5** - What is the effort area (e.g., Research), and what are the duties being targeted for improvement (e.g., publications, grants)? | **Goal/Outcome** - What is the overall goal for performance?  |
| Specific duties to improve | Goal/Outcome |

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|  | **Objective** - What specific, actionable activities will be taken to achieve the overall goal? | **Expectations for Improvement** - How is improvement defined and measured? What specific metrics will be used to track progress? | **Target Date/ Time Frame** - When should the objective be completed? |
| 1 | Objective 1 | Objective 1 Expectations | Objective 1 Due By |
| 2 | Objective 2 | Objective 2 Expectations | Objective 2 Due By |
| 3 | Objective 3 | Objective 3 Expectations | Objective 3 Due By |
| 4 | Objective 4 | Objective 4 Expectations | Objective 4 Due By |
| 5 | Objective 5 | Objective 5 Expectations | Objective 5 Due By |

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| **Support/Resources** - What additional development, resources, and/or support will be available? |
| Support/Resources |

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| **Monitoring Plan** – What is the timeline for four required meetings to review progress against objectives? What action will be taken if expected standards are not met? (Review meetings notes should be recorded in the *Progress Review Meetings* section of this document.)  |
| Monitoring Plan |