# 2026 Faculty Performance Plan Letter

Date: _____

To: _____

From: _____

Faculty's Name: _____

As a part of the annual evaluation cycle, planning is an important step to ensure that each faculty member understands expectations for the role. This memo is to specify your job duties and assignments for the upcoming performance year, January 1, 2026 – December 31, 2026.

**Teaching & Mentorship** _____%
**Research & Scholarship** _____%
**Service & Administration** _____%

**Core Values** 20%

| Performance Objectives: |
| --- |
| |

We are looking forward to another productive year and I appreciate the efforts that you provide to our institution. Please let me know if you would like to discuss this information or any part of your contributions to LSU Health Sciences Center.

Sincerely,

I, _____, agree to accept the outlined job duties and assignments for the upcoming performance year, January 1, 2026 – December 31, 2026.

_____

Faculty Signature & Date