

Worksheet for Planning Reviews

Department chairs: please discuss with your colleague and return to the Provost's Office by October 1.

Name: _____

Review Year: _____ Third Year (TY) _____

Department: _____

Review Committee:

Role	Name
Department Chair or designee	
Third Year Review Subcommittee member	
Tenured colleague from outside the department (Agreed upon by reviewee, department chair, and the Dean)	
Interdisciplinary program representative (Rarely; Optional)	

Schedule:

Please see the *Third Year Review Subcommittee Handbook* as the definitive source of information regarding TYR processes and time lines.

Task	Dates
Identification of possible external reviewers (early in the Fall semester)	
Submission of first choice for external reviewer to the Dean, along with CV and rationale	
The rest to be worked out with reviewee and the review committee.	