

Worksheet for Planning Reviews

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

Name: _____

Review Year: _____ Fourth Year (IT) _____

Department: _____

Review Committee:

Role	Name
Department Chair or designee	
Tenured department colleague	
Tenured colleague from outside the department	
Other(s) – Optional	

Schedule:

Task	Dates
Class visits	
Review of course content (syllabi, course materials, etc.)	
Conversation about scholarly achievements, service, and professional goals	
Committee prepares evaluation	
Committee shares draft evaluation with reviewee	
Reviewee responds to draft evaluation	
Final evaluation submitted to Provost's Office (no later than <u>April 1</u>)	