

Worksheet for Planning Reviews

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

Name: _____

Review Year: _____ Fifth Year (TT) _____

Department: _____

Review Committee:

Role	Name
Department Chair or designee	

Schedule:

Task	Dates
Class visits	
Review of course content (syllabi, course materials, etc.)	
Conversation with reviewee about progress and/or specific recommendations for improvement related to teaching, to research/scholarship/creativity, and to campus service	
Submission of the department's recommendation regarding continuation to the Provost's Office. (No later than <u>April 1</u> .)	