

Worksheet for Planning Reviews

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

Name: _____

Review Year: _____ First Year (CF) _____

Department: _____

Review Committee:

Role	Name
Department Chair (or tenured departmental designee)	

Schedule:

Task	Dates
Class visits	
Review of course content (syllabi, course materials, etc.)	
Review of student evaluation results or other student feedback	
Conversation about scholarly achievements, service, and professional goals (as appropriate to the position description)	
Submission of the department's recommendation regarding continuation to the Provost's Office <u>no later than February 15</u>	