

Worksheet for Planning Reviews

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

Name: _____

Review Year: Second Year (CF)

Department: _____

Review Committee:

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

Schedule:

Task	Dates
Class visits	
Review of course content (syllabi, course materials, etc.)	
Review of student evaluation results or other student feedback	
Review of the candidate's position description	
Conversation about scholarly achievements, service, and professional goals (as appropriate to the position description)	
Preparation of the evaluation	
Draft written evaluation is shared with the reviewee	
Reviewee responds to draft evaluation (Optional)	
Final evaluation submitted to the Provost's Office <u>no later than November 15</u>	