

Worksheet for Planning Reviews

Department chairs: please discuss with your colleague and return to the Provost's Office by May 31.

Name: _____

Review Year: Third Year (CF)

Department: _____

Review Committee: **minimum of 4 committee members**; the committee's membership is determined in consultation with the CF)

Role	Name
Department Chair (or tenured departmental designee)	
Tenured departmental colleague	
Tenured colleague from the faculty at large	
Other (preferably a Senior Continuing colleague)	
Other(s) – Optional	

Schedule:

Please see the *Continuing Faculty Review Committee Handbook* as the definitive source of information regarding CF review processes and timelines.

Task	Dates
Review of the CF dossier	
Class visits	
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 April 1.</u>	