

Worksheet for Planning Reviews

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

Name: _____

Review Year: Annual Evaluation (SCF)

Department: _____

Review Committee:

Role	Name
Review Chair (department chair or tenured departmental designee)	
Tenured departmental colleague – <i>Optional</i>	
Tenured colleague from outside the department – <i>Optional</i>	
Other(s) – <i>Optional</i>	

Schedule:

Task	Dates
Review chair sends the SCF the self-reflection form	
The SCF completes the self-reflection form and submits to the department chair <u>no later than March 1</u>	Due March 1
Conversation about scholarly achievements, service, and professional goals (as appropriate to the position description) – <i>Optional</i>	
Review chair drafts a response to the self-reflection form	
Draft written response is shared with the reviewee	
SCF responds to draft evaluation – <i>Optional</i>	
Review chair submits the self-reflection and response document to the Provost's Office <u>no later than April 1</u>	Due April 1