

Worksheet for Planning Reviews

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

Name: _____

Review Year: Mid-Cycle 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
Chair sends the SCF the self-reflection form	
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) including a review of the position description	
Review chair drafts a summary of the conversation regarding the self-reflection form, which may include a request to make substantive revisions the position description (if any)	
Draft conversation summary is shared with the reviewee	
SCF responds to draft summary – <i>Optional</i>	
Review chair submits the self-reflection and department's response to the Provost's Office <u>no later than May 1</u>	Due May 1
The Provost's Office will respond to requests to change the position description (if applicable)	