

Worksheet for Planning Reviews

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

Name: _____

Review Year: Reappointment Review (SCF) Department: _____

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

Role	Name
Review Chair (department chair or tenured departmental designee)	
Tenured departmental colleague	
Tenured colleague from the faculty at large	
Other (preferably a Senior Continuing colleague)	
Other(s) (<i>optional</i>)	

Schedule:

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

Task	Dates
Review of the SCF 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>	Due April 1