Reflection and Planning:
The annual review is an opportunity for faculty to reflect upon the activities and achievements of the preceding academic year, to consider how these align with the goals they set the previous year (for continuing faculty), and to set goals for the upcoming year.

Conversation and Feedback:
The Chair or other Department designee meets with each faculty member, and they discuss the activities and goals of the faculty member, academic performance, and progress toward promotion.
Annual Faculty Review Process

The Academic Year under review runs from

July 1, 2017 to June 30, 2018
Annual Faculty Review Process

Timeline for the 2017-2018 review cycle:

- **May 1**: Site opens for faculty input
- By **July 15**: Faculty data submitted
- By **September 1**: Discussions held, feedback given and confirmed

➤ The process may be completed as quickly as the faculty member and chair/designee can enter information and hold their meeting

*Next year the cycle will begin earlier: late winter or early spring*