

CHAIR'S ANNUAL REVIEW CONVERSATION WITH UNTENURED FACULTY

The Carleton Faculty Handbook (in the section on Appointment to the Faculty) states that “departmental chairs shall annually review and discuss with untenured members of their departments the latter’s performance and professional development.” This must be done before classes start in September. Best practices for this conversation are [linked in the chair’s handbook](#). Please DOCUMENT this conversation here and return this form to the Dean of the College.

Faculty Member _____

Department _____

Chair _____

Is there a Special Review Committee? Yes No (circle one)

If so, Special Committee Chair _____

Our end-of-year review conversation took place on _____
(date)

Topics covered:

Future steps:

Chair’s signature

Faculty member’s signature