

COMPREHENSIVE PERFORMANCE REVIEW (Phase I)
Summary Form

A Phase I Review shall be based upon a summary of all annual reviews since the last comprehensive review or the acquisition of tenure, an updated curriculum vitae, a self-analysis by the faculty members, and a statement of goals and objectives. The department head shall provide an overall assessment of the faculty member's performance. (Reference E.14.3 in the Academic Faculty and Administrative Professional Manual for guidelines to complete the Phase I Comprehensive Performance Reviews)

Date: _____

Faculty Member: _____

Department: _____

College: _____

Period covered by this review: _____

Date of conference between faculty member and chair: _____

Effort Distribution:

Teaching ____ Research ____ Service ____ Other (Specify) ____

The outcome of the Phase I review was as follows:

Identified Strengths:

Identified Weaknesses:

Conclusion:

Performance is satisfactory:

No adjustment is necessary _____

The effort distribution has been altered. (Please describe) _____

A professional development plan has been developed. (Please attach.) _____

Performance is unsatisfactory and the review will proceed to Phase II _____

Signature Faculty Member: _____ Date: _____

Signature Department Chair: _____ Date: _____