Department Chair's Annual Faculty Review Worksheet/Action Plan

 Faculty Member:
 ______ Date:

 Department:
 ______ Department Chair:

Status (tenure-track, Professional Faculty, Adjunct, Part-time, Continuing Lecturer ...):

Rank (Instructor, Assist., Assoc., Full Prof. ...) & years in rank: ______

Faculty, it's time for reflection: fill out this form near the end of each academic year and then sit down with your department chair to review it briefly. This effort will help them keep track of your progress in attaining your self-described goals, and aid them as they write multi-year assessments of you for the FWC review process. Please provide **specific** answers to the following questions / prompts:

- 1. What are your top two areas of strength?
- 2. What are your top two areas for improvement?
- 3. What is one specific goal you have for yourself for teaching, service, advising, or scholarly/creative endeavors for next year? What specific steps will you take to accomplish this goal?

- 4. What is one 3- to 5-year goal you have for yourself? Please provide a brief action plan to progress toward that goal.
- 5. What is one goal you have (or a brief action plan) to better achieve life balance/wellbeing?