

Annual Review Calendar: Reporting Year 2004

The described action may take place on or before the date listed.

<i>Date</i>	<i>Who</i>	<i>What</i>
November 1 (Monday) - November 5 (Friday)	Department Head	<ul style="list-style-type: none"> • Meet with new librarians to discuss the Annual Review process. • Review primary professional responsibilities.
November 5 (Friday) – December 3 (Friday)	Librarian	<ul style="list-style-type: none"> • Write Annual Review based on “primary professional responsibility performance standards”, service, scholarship/creative activities; set goals. • Submit to supervisor.
December 6 (Monday) – January 14 (Friday)	Supervisor	<ul style="list-style-type: none"> • Write evaluation. • Review evaluation with Department Head. • Department Head reviews with Associate Dean.
	Supervisor & Librarian	<ul style="list-style-type: none"> • Meet to discuss performance during the previous year, goals, and primary professional responsibilities. • Annual Review signed; copies to librarian and supervisor.
January 17 (Monday)	Department Head	<ul style="list-style-type: none"> • Annual Review materials due to Personnel Committee
January 24 (Monday)	Personnel Committee (PC)	<ul style="list-style-type: none"> • Annual Review materials due to Head, Administrative Services Coordinator, Dean's Office. • Include 3rd, 4th, and 5th year PC reviews when appropriate <ul style="list-style-type: none"> ○ the first 3rd year reviews will occur in 2006.
January 28 (Friday)	Dean's Office	<ul style="list-style-type: none"> • Supplemental materials returned to the librarian
February 1	Dean's Office	<ul style="list-style-type: none"> • 3rd, 4th, 5th year reviews forwarded to Provost <ul style="list-style-type: none"> ○ include supervisor and Dean evaluations ○ include PC reviews in 3rd year