

**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 is normally done in May or June, near the end of the academic year. 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)

\_\_\_\_\_  
Chair(s) (signature)

Comment (optional):

\_\_\_\_\_  
Faculty Member (signature)

Comment (optional):