

## Annual career review checklist

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### Introduction – describe/check

- Process of review – any changes?
- Format of letter that will be sent (mention if draft of this letter will be send first)
- Any changes to department/school/important developments - updates?
- Reminded to send important publications/funding/awards to us for press releases
- Has mentor? Needs mentoring? If mentor not present, do we have report?
- Reconfirm or add items for discussion raised by faculty member

### Research

*Past year*

- Points/score discussed – how faculty member compares:
- Plans for next year?
  - \_\_\_\_\_
- Reminded about funding submissions, in particular Tri Council - deadlines

### Service/clinical

*Past year*

- Discussed department service role
- Points/score discussed – how faculty member compares:
- Clinical service?
- Expectations met?
- Plans for next year?
  - \_\_\_\_\_

### Education

*Past year*

- Points/score discussed – how faculty member compares:
- Reviewed teaching in program and aligned to teaching in the future
- Students in good standing
- Meet with program director/DEC/Chair/Chief/Asst. Dean to discuss further?
- Plans for next year?
  - \_\_\_\_\_
  - \_\_\_\_\_

### Faculty member's items

- List for discussion/discussed here:

### Academic appointment and professional development activities (PDA)

- When is promotion/renewal coming up, what needs to be done or N/A
- Status/rank clarified and funding source explained?
- Any notice about position funding required?
- Potential immigration/licensing issues
- Professional development activities – opportunities available
  - Completed mandatory activities

### General

- Given feedback on research/service/clinical/education – expectations met?
- Reminded about safety and health requirements
- Reports outstanding (e.g. report from previous research leave)?
- Compliance with University regulations (e.g. declarations)
- Remind of Dept. specific requirements – attendance at functions, etc.
- Described that draft letter will be coming
- Both signed R4 Form!