

Professional Staff Performance Review

Matthew O'Donnell's Approach

In preparation for the upcoming merit review for time period January 1 - December 31, prepare a one page, two at the ****most****, document (using bulleted list of short phrases) to frame our performance review discussion, including the following items:

1. Performance and accomplishments versus goals you set last year
2. Goals for your department/unit for the coming year
3. General strategic direction
4. List of partnerships/teams that you have created and/or nurtured in the past 2 years (either inside UW or external)
5. List of partnerships/teams that you plan to initiate in coming year (either inside UW or external)
6. Status of your own research & teaching programs (/for chairs and ADs only/)

Please submit your document to Andrea Perkins by ***January 31*** along with a copy of your ***differential CV*** highlighting new activities from 1/1/09 to 12/31/09. Andrea will schedule performance review meetings during February and March with me or one of the Associate Deans where appropriate. I will provide brief written comments to share during our meeting.

Thank you.