

Professional Staff Performance Review

College of Engineering, Dean's Office 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 the Assistant to the Dean by ***January 31*** along with a copy of your ***differential CV*** highlighting new activities from January 1 to December 31. The Assistant to the Dean will schedule performance review meetings during February and March with Dean or one of the Associate Deans where appropriate. Written comments will be shared during the meeting.

Thank you.