Budget Committee
2017-18

Charge: The committee will carry out its normal duties as outlined in the department’s Patterns of Administration: “The Budget Committee will advise the Chair of the department on budgetary and professional activity matters, such as proposals for equipment funds, development of resource allocation policies and such other matters as the Chair brings before it.”

In addition, the committee will provide assessment and where necessary recommendations for actions on the following specific issues:

- Evaluate the distribution of expenditures within the department and assess whether these are aligned with department priorities.
- Where possible, make comparisons to other departments.
- The department must repay a $900K loan to the college over a three-year period beginning in FY17. Identify potential saves and cost cutting mechanism to achieve this repayment.
- Provide necessary documentation for the Self-Study for the 2018 External Review.
- Provide a short, written report on the findings and make a brief report at a faculty meeting.
Mission Statement:
The Climate and Diversity Committee will help the Department foster and sustain a diverse community of scholars and staff. The Committee also will help to ensure that the Department maintains a professional work environment that encourages respectful interchange between all members regardless of background or career status.

Activities:
The Climate and Diversity Committee will identify departmental, university, or other resources or activities that could be applied to enhance the professional climate of the Physics Department. The Committee will work to identify challenges caused by policies or practices that might detract from diversity or climate, and recommend changes. Importantly, the Committee and its members will provide a resource for all members of the Department when challenges arise.

Specific Items:
- Consider speakers that would be beneficial for the department
- Consider trainings that could be beneficial to the faculty, staff and students of the department
- Make reports on committee progress in faculty and staff meetings
Colloquium Committee
2018

Charge: The committee will carry out its normal duties as outlined in the department’s Patterns of Administration: “The committee is responsible for arranging the weekly physics colloquium, including soliciting names of speakers, arranging travel and entertainment, and providing advertising within the department and university. The committee is also responsible for the arrangements for the Annual Alpheus Smith Lecture, including inviting the speaker and working with the Chair’s assistant in coordinating all necessary preparations for the talk, reception and other related activities.”

In addition, the charge includes the following specific issues:

- Target the Alpheus Smith Lecture for the Fall 2018
- Consult with the PRC regarding new areas of interest to the long-range planning process and consider areas and speakers where the faculty would benefit from learning about new developments.
- For exposure purposes, give preference to junior faculty members for meetings and meals with speakers in their specialty.
Charge: The Graduate Admissions Committee (GAC) is an ad hoc committee to conduct the admissions process for the department. The committee is charged with carrying out the following specific duties:

- Review the procedure and rubric used for the last admissions cycle.
- Consider changes to the process and rubric and form a proposed process for the coming cycle.
- Present the proposed process for the coming cycle to the Graduate Studies Committee (GSC) for feedback and ratification. In the case of major changes or lack of consensus, the GSC may recommend the proposed procedure be brought to a full faculty meeting for discussion and ratification. The proposed process should be considered by the GSC no later than Friday Sep 22, to allow time for the requested student info on the Grad Admissions website to be changed before it is officially opened for student applications.
- Carry out the admission process, including writing nomination letters for University Fellowships and Graduate Enrichment Fellowships. GAC members will be assigned and start reviewing student application materials (available on a secure website) in mid- to late December, and will start meeting to make admissions decisions in early January.
- Work with the Graduate Studies Office to help plan and run the 2018 Physics Open House.
- Actively recruit students before, during, and after the Open House.
- At the end of the academic year, provide a written report assessing the results of the admissions process and indicate where changes should be considered in the following fall.
Charge: The committee shall establish and maintain a database for external and internal faculty awards. The database should include information regarding deadlines for nominations, basic criteria, required letters, etc. The committee shall review the available awards and recommend faculty for nomination. The committee should develop a set of “best practices” for the nomination process and shall assist in the nomination process by engaging other faculty, coordinating with the Chair and when appropriate seeking the recommendation of the Personnel Resources Committee.

Specific Items:
- Identify a nominee(s) for University Faculty Awards
- Develop a strategy for identifying nominations for external awards such APS Fellows, AAAS Fellows, etc.
- Provide necessary documentation for the Self-Study for the 2018 External Review.
Charge: The Graduate Studies Committee (GSC) will carry out its normal duties as outlined in the department’s Patterns of Administration, except that most admission-related duties (highlighted in yellow below) will be transferred to the new (Ad hoc) Graduate Admissions Committee. The current POA states: “The GSC will recruit and select prospective graduate students, recommend the award of fellowships and graduate associateships, conduct an annual review of all graduate students, and carry out whatever other charges may be requested by the Chair or the VCGS. The GSC reviews all grievances and petitions from graduate students, and it is responsible for all aspects of the graduate curriculum and for all other issues pertaining to graduate study in physics.”

In addition, the committee will provide assessment and where necessary recommendations for actions on the following specific issues:

- Meet in early Au 2017 to set priorities and a nominal schedule for the year.
- By September 22, meet with the Graduate Admissions Committee (GAC) to consider and ratify proposed procedures provided by the GAC for the 2018 graduate admissions process. In the case of major changes or lack of consensus, the GSC may recommend the proposed procedure be brought to a full faculty meeting for discussion and ratification.
- Develop and implement and assessment plan for the OSU Physics Graduate Program, in accordance with requirements of the OSU Graduate School.
- Evaluate the test of blind grading in Quantum Mechanics and Math Methods/E & M
  - What works and what does not?
  - Should it be extended to the other core courses? If so, when?
- Consider establishing a standard curriculum and/or standard recommendations about homework and grading for the graduate core courses
  - Which topics are taught as “core” at other peer institutions?
  - Consider whether to establish recommendations for amount of homework and grade distributions
- Consider changes to the OSU Physics qualifying process, including possibly returning to the use of a Qualifying Exam
  - What is done at other peer institutions?
  - Consider details such as topics, level, frequency, number of attempts, etc.
- Review instructions and expectations for the Physics Candidacy Exam, and recommend possible changes.
- Review graduate students identified by the VCGS as having problems with academic progress, research progress, or GTA performance, and make recommendations to the Chair and the Graduate School regarding continued funding and possible dismissal from the graduate program. Graduate student members of the GSC will be excused from all student-specific discussions.
- Discuss the possibility of linking GTA stipend to GTA performance.
- Provide a short written report on the topics considered by the committee and, as necessary, bring topics to faculty meetings for discussion.
Personnel Resources Committee
2017-18

**Charge:** The committee will carry out its normal duties as outlined in the department’s Patterns of Administration. The department is scheduled for an external review during the Spring 2018 semester. In preparation for that review, the PRC should lay the groundwork for a strategic hiring plan to cover the next 5 years. Preparations for a hiring plan should include assessing the department’s current research program relative to other comparable departments.

Specific tasks include:

- **Establishing a foundation of a strategic hiring plan.**
  - Collect comparison data to similar institutions including those institutions of similar rank.
  - Recommend a procedure for creating a hiring plan that can gain faculty buy-in.
  - Determine what “boundary conditions” should be applied to such a plan.
  - Determine a list of research areas that provide either new directions or areas that are synergistic between existing sub-disciplines.
  - Present these findings during a faculty meeting during fall semester.

- **External Review Preparations:**
  - Assist with the identification of possible external reviewers.
  - Participate in the creation of the Department Self-Study, specifically the section on Research Program
    - Detailed outline with list of metrics and suggested figures available Sep 28
    - Rough draft by Nov 17
    - Final draft by Dec 1
  - Assist with final editing of the self-study (~Jan)
  - Assist with the site visit of the external review committee.
Safety and Infrastructure Committee
2017-18

**Charge:** The committee will carry out its normal duties as outlined in the department’s Patterns of Administration: “The committee shall oversee the department Safety Program, with technical and administrative support from the Facilities Operation Manager and the Building Coordinator. The committee will review the safety program annually, or more frequently if required. The committee shall oversee the infrastructure of the department, including operation of shops, information technology services, computing and associated infrastructure. The committee shall consider space requests from the faculty and advise the Chair of the department on matters involving space allocation and planning, including periodic space audits. The committee will have the central responsibility in planning and overseeing any new facilities projects.”

In addition, the committee will provide assessment and where necessary recommendations for actions on the following specific issues:

- Review the safety program in the department
- Develop a standard for compiling a list of hazardous materials and controlled substances.
- Review office space needs for students, emeritus faculty
- Select three members as representatives on the Joint Machine Shop Oversight Committee
- Provide necessary documentation for the Self-Study for the 2018 External Review.
  - Detailed outline with list of metrics and suggested figures available by Sep 28
  - Rough draft by Nov 17
  - Final Draft by Dec 1
- Provide a short, written report on the findings and make a brief report at a faculty meeting.
**Service Courses Committee**

**‘17-‘18 Charge**

**Charge:** The committee will carry out its normal duties as outlined in the department’s Patterns of Administration: “The committee oversees the services courses offered by the department. It shall consider topics such as course content, textbooks, laboratory instruction, staffing levels, lecture demonstrations and other issues pertaining to service course delivery. When appropriate, the committee shall solicit advice from department Lectures on these matters.”

The committee will provide assessment and where necessary recommendations for actions on the following specific issues:

- Review and summarize the Su17 semester test with open-source text and homework.
- Review the credit hours assigned to 1103/4 and 1106/7 in light of various program and General Education changes.
- Begin formulation of an approach for improving and innovating lecture demonstration equipment and availability.
- In consultation with the UGSC, provide necessary documentation for the Self-Study for the 2018 External Review.
  - Detailed outline with list of metrics and suggested figures available by Sep 30
  - Rough draft by Nov 17
  - Final Draft by Dec 1
- Provide a short, written report on the findings and make a brief report at a faculty meeting.
Undergraduate Studies Committee
2017-2018

**Charge:** The committee will carry out its normal duties as outlined in the department’s Patterns of Administration: “The committee oversees the undergraduate major program, including the physics major and engineering physics major curricula, and all other issues pertaining to undergraduate physics majors.”

In addition, the committee will work on the following specific issues:

- Oversee development of course goals and assessment tools linked to program goals.

- Review the undergraduate majors curriculum, evaluating its current support of course and program goals. Identify needed and desired improvements, with some focus on the additional use of computers and/or employment of results from Physics Education Research.

- Provide necessary documentation for the Self-Study for the 2018 External Review.
  - Detailed outline with list of metrics and suggested figures available by Sep 28
  - Rough draft by Nov 17
  - Final Draft by Dec 1

- Provide a written report on the findings and present recommendations to the faculty.
Annual Review Committee Charge
August 2017

The Physics Department APT Document stipulates that Annual Review Committees for assistant and associate professors consist of four faculty members, two of which are from outside the candidate’s specialty. One of these two will be appointed as chair of the review committee. In addition, there will be a teaching mentor and research mentor. In the case of a 4th-Year review or a P&T review, a Procedures Oversight Designee (POD) is also appointed. Annual Review committees are also expected to engage in active mentoring. This may include direct mentoring from a committee member or guiding the junior faculty to another colleague with the appropriate expertise. The general responsibilities of the committee are described below. In addition, a list of suggested activities and deadlines are supplied in supplemental documents.

General Duties for Committee:
- Ensure both research and teaching mentoring is occurring
- Help junior faculty understand the P&T process
- Meet with the junior faculty at the beginning of each semester
- Provide junior faculty opportunity to audit significant data and findings of committee
- Provide a written annual review

Research Mentor:
- Discuss and help develop research plans
- Provide guidance for lab setup and equipment acquisition, if appropriate
- Grant Proposals:
  - Assist in identifying appropriate grant agencies and programs
  - Review grant proposals 10-14 days prior to submission deadline and provide feedback for improvements
  - Assist with OSU bureaucratic processes for submission
  - Discuss reviews
- Help identify appropriate journals, ‘proof’ articles, discuss referee reports and replies.
- Help find venues for talks, possibly encourage others to invite junior faculty member.

Teaching Mentor:
- Discuss course plans and syllabi with junior faculty prior to start of semester.
- Provide a connection with others who may be better aligned with teaching assignment.
- Provide teaching resources (e.g. notes, old exams), if needed.
- Attend multiple classes during the semester for observations.
- Meet with junior faculty to discuss observations and provide constructive feedback.
- Ensure a written peer teaching review takes place and meet with peer reviewer prior to the review.
- Review and discuss SEIs with junior faculty.

Procedure Oversight Designee: (4th-Year and P&T Reviews)
- Ensure proper procedures are followed and complete POD checklist
- Ensure properly formatted and complete dossier is submitted
Annual Review Committee Responsibilities
(1st, 2nd, 3rd and 5th year)
version 1.0 – August 2017

Summer Semester (prior to nth year):

1. General Tasks
   a. Teaching Mentor: Meet with faculty member and identify needed resources for the coming semester. (examples: who has recently taught the course?; are example notes, syllabi, exams and other materials available?; help with CARMEN/CANVAS); Review proposed syllabus of Autumn semester course

Autumn Semester:

1. General Tasks
   a. Whole Committee: Meet with faculty member during first several weeks of semester to discuss objectives for coming year:
      i. discuss promotion and tenure process
      ii. teaching responsibilities and challenges
      iii. service expectations
      iv. research proposals; establish deadlines for providing feedback prior to submission
      v. research goals such as talks and papers, students, etc.
      vi. establish/review budgets (see below)
   b. Teaching Mentor:
      i. Visit course in first several weeks of the semester and provide informal feedback.
      ii. Review first quizzes and exams and provide feedback.
      iii. Ensure that a formal peer review of teaching (if needed) will take place at least two weeks prior to the end of the semester. Review may be by mentor or another faculty member; coordinate with Vice Chair. If a separate faculty member is used, the teaching mentor should meet briefly with the reviewer prior to the formal review.
      iv. Near end of semester, identify any needs for the spring semester teaching assignment. Special attention should be given if the course will be taught for the first time.
   c. Research Mentor: Provide comments on grant proposals and journal article drafts; enlist other faculty as appropriate.

2. Important Tasks and Deadlines:
   a. Research Budget (Due: October 13): A budget showing expected research expenses and funding sources for the current year and projections for years through the P&T review should be submitted to the Chair.
Spring Semester:

1. General Tasks
   a. **Whole Committee**: Meet with the candidate during the first two weeks of semester to discuss:
      i. Deadlines for Annual Review materials (see Task list below)
      ii. Research proposal deadlines
      iii. Address any questions regarding format of dossier
      iv. Review progress on objectives established in the autumn
   b. **Teaching Mentor**: If faculty member is teaching a class for the first time, attend the course in the first several weeks of the semester and provide informal feedback. Review quizzes and exams. Ensure a formal peer review takes place, if needed, prior to March for inclusion with annual review materials.
   c. **Research Mentor**: Provide comments on grant proposals and journal article drafts; enlist other faculty as appropriate.
   d. **Whole Committee**: In early March, review the candidate’s dossier, teaching peer evaluation, SEIs and previous annual review letters. Draft an annual review letter (see due date below). Consult guidelines for annual review letters.

2. Important Tasks and Deadlines:
   a. **Complete Forms for Tenure Clock Delay**: (Due: Mar 31): Candidates wishing to delay the tenure clock must file the appropriate forms with the College.
   b. **Complete Draft of Dossier** (Due: Mar 15): The faculty member should provide a complete draft of the dossier to the committee for comment.
   c. **Completed Dossier** (Due: Mar 29): Available to Chair’s Executive Assistant for electronic posting.
   d. **Completed Draft Annual Review Letter** (Due: Mar 29) Available to Chair’s Executive Assistant for posting.
   e. **Annual Review Faculty Meeting**: April 5th, 6th, 12th and 13th, 2018
Annual Review Committee Responsibilities
(4th year)
version 1.0 – August 2017

Summer Semester (prior to 4th year):

1. General Tasks
   a. Teaching Mentor: Meet with faculty member and identify needed resources for the coming semester. (examples: who has recently taught course?; are example notes, syllabi, exams and other materials available?; help with CARMEN/CANVAS)
   b. Teaching Mentor: Review proposed syllabus of Autumn semester course

Autumn Semester:

1. General Tasks
   a. Whole Committee: Meet with faculty member in first several weeks of semester to discuss objectives for coming year:
      i. teaching responsibilities and challenges
      ii. service expectations
      iii. research proposals; establish deadlines for providing feedback prior to submission
      iv. research goals such as talks and papers, students, etc.
      v. establish/review budgets (see below)
      vi. discuss process of 4th-year review
   b. Teaching Mentor:
      i. Visit course in first several weeks of the semester and provide informal feedback.
      ii. Review first quizzes and exams and provide feedback.
      iii. Ensure that a formal peer review of teaching (if needed) will take place at least two weeks prior to the end of the semester. Review may be by mentor or another faculty member; coordinate with Vice Chair. If a separate faculty member is used, the teaching mentor should meet briefly with the reviewer prior to the formal review.
      iv. Near end of semester, identify any needs for the spring semester teaching assignment. Special attention should be given if the course will be taught for the first time.
   c. Research Mentor: Provide comments on grant proposals and journal article drafts; enlist other faculty as appropriate.
   d. Whole Committee: Meet, separate from faculty member, to discuss potential external reviewers. (see deadline below)
2. Important Tasks and Deadlines:
   a. **Research Budget** (Due: October 13): A budget showing expected research expenses and funding sources for the current year and projections for years through the P&T review should be submitted to the Chair.
   b. **External Reviewers** (Due: November 1): The committee should identify a list of 4 external reviewers for the 4th year review. The faculty member may suggest 2 names, which should be selected after the committee has agreed on a list. This list must be approved by the College prior to soliciting letters during the summer.
   c. **External Materials** (Due: Nov 17): The candidate’s CV, a research statement and up to five publications are provided to the external reviewers. This material should be reviewed by the committee prior to providing it to Chair’s Executive Assistant in electronic form.

**Spring Semester:**

1. General Tasks
   a. **Whole Committee**: Meet with the candidate in the first week of semester to discuss:
      i. Deadlines for 4th-year Review materials (see Critical Task list below)
      ii. Research proposal deadlines
      iii. Address any questions regarding format of dossier.
      iv. Review progress on objectives established in the autumn.
   b. **Teaching Mentor**: If faculty member is teaching a class for the first time, attend the course in the first several weeks of the semester and provide informal feedback. Review quizzes and exams.
   b. **Research Mentor**: Provide comments on grant proposals and journal article drafts; enlist other faculty as appropriate.
   c. **POD**: Provide assistance with the formatting of the dossier. A correct and complete dossier is essential for the College-level review.
   d. **Whole Committee**: In early Feb review the candidate’s dossier, external letters, teaching peer evaluation, SEIs and previous annual review letters. Draft a 4th-year review letter for the Committee of Eligible Faculty (see due date below). Consult guidelines for 4th-Year review letters.

2. Important Tasks and Deadlines:
   a. **Complete Draft of Dossier** (Due: Feb 1): The faculty member should provide a complete draft of the dossier to the committee for comment. The POD should ensure that all sections are completed properly.
   b. **Completed Dossier** (Due: Feb 15): Available to Chair’s Executive Assistant for posting.
   c. **Completed Draft 4th-Year Review Letter** (Due: Feb 15) Available to Chair’s Executive Assistant for posting.
   d. **4th-Year Review Faculty Meeting**: February 22, 2018
Annual Review Committee Responsibilities
(P&T year)
version 1.0 – July 2017

Summer Semester (prior to P&T Review year):

1. General Tasks
   a. Whole Committee: The committee should meet with the candidate in mid-May to discuss:
      i. The P&T process, which happens very quickly during Autumn Semester
      ii. Review the dossier and identify any places correction should be made
      iii. Discuss the process and requirement for External Reviewers.
      iv. Discuss the materials to be sent to external reviewers
   b. Whole Committee: Meet, separate from faculty member, to discuss potential external reviewers. (see deadline below)
   c. POD: Mid-summer check in with candidates regarding updated dossier; identify questions and concerns.
   d. Teaching Mentor: Review proposed syllabus of Fall semester course

2. Important Tasks and Deadlines:
   a. External Reviewers (Due: May 21): The committee should identify a list of 8 external reviewers for the P&T review. The faculty member may suggest 2 names, which should be selected after the committee has agreed on a list. The candidate may also select 1 name that she/he prefer do not submit letters. This list must be approved by the College prior to soliciting letters during the summer. External Reviewers must be different than reviewers used for 4th-Year review.
   b. External Materials (Due: June 15): The candidate’s CV, a research statement and up to five publications are provided to the external reviewers. This material should be reviewed by the committee prior to providing it to Chair’s Executive Assistant in electronic form.

Autumn Semester:

1. General Tasks
   a. Whole Committee: Meet with faculty member in the first week of semester to discuss:
      i. The status of the documentation for the P&T review; a draft dossier should be available for this meeting.
      ii. Review deadlines for the coming weeks
   b. Teaching Mentor: Visit course in first several weeks of the semester and provide informal feedback. If the faculty member requires another peer review, coordinate with Vice Chair to have a review during September.
c. **Research Mentor:** Provide comments on grant proposals and journal article drafts; enlist other faculty as appropriate.

d. **Whole Committee:** Meet, separate from faculty member, to discuss dossier, external letters, teaching reviews. Draft a P&T letter for the Committee of the Eligible Faculty. (see deadline below) Consult guidelines for P&T review letters.

e. **POD:** Review draft and completed dossier to ensure compliance with university requirement. Complete a POD checklist.

2. **Important Tasks and Deadlines:**

   a. **Draft Dossier** (Due: August 22): A draft dossier should be provided to the committee for review.

   b. **Completed Dossier** (Due: September 15): A completed dossier should be provided to the committee and the Chair’s Executive Assistant for electronic posting.

   c. **Draft P&T Letter** (Due: September 28): A completed draft P&T letter should be provided to the Chair’s Executive Assistant for electronic posting.

   d. **P&T Review Faculty Meeting:** October 5, 2017

**Spring Semester:**

1. **General Tasks**

   a. **Whole Committee:** Meet with the candidate in the first week of semester to discuss:

      i. Review deadlines for proposals.

      ii. Review progress on objectives established in the fall.

   b. **Teaching Mentor:** If faculty member is teaching a class for the first time, attend the course in the first several weeks of the semester and provide informal feedback. Review quizzes and exams.

   c. **Research Mentor:** Provide comments on grant proposals and journal article drafts; enlist other faculty as appropriate.
Annual Review Committee Responsibilities
(Associate Professor – Promotion Year)
version 1.0 – August 2017

Summer Semester (prior to promotion year)
1. Important Task and Date:
   a. **External Reviewers** (Due: May 21): The committee should identify a list of 8 external reviewers for the P&T review. The faculty member may suggest 2 names, which should be selected after the committee has agreed on a list. The candidate may also select 1 name that she/he prefer do not submit letters. This list must be approved by the College prior to soliciting letters during the summer.
   b. **External Materials** (Due: June 15) The candidate’s CV, a research statement and up to five publications are provided to the external reviewers. This material should be reviewed by the committee prior to providing it to Chair’s Executive Assistant in electronic form.

Autumn Semester:
1. General Tasks:
   a. **Whole Committee**: Meet with faculty member in the first week of semester to discuss:
      i. The status of the documentation for the P&T review; a draft dossier should be available for this meeting.
      ii. Review deadlines for the coming weeks
   b. **Teaching Mentor**: Visit course in first several weeks of the semester and provide informal feedback. If the faculty member requires another peer review, coordinate with Vice Chair to have a review during September.
   c. **Research Mentor**: Provide comments on grant proposals and journal article drafts; enlist other faculty as appropriate.
   d. **Whole Committee**: Meet, separate from faculty member, to discuss dossier, external letters, teaching reviews. Draft a P&T letter for the Committee of the Eligible Faculty. (see deadline below) Consult guidelines for P&T review letters.
   e. **POD**: Review draft and completed dossier to ensure compliance with university requirement. Complete a POD checklist.

2. Important Tasks and Deadlines:
   a. **Draft Dossier** (Due: August 22): A draft dossier should be provided to the committee for review.
   b. **Completed Dossier** (Due: September 15): A completed dossier should be provided to the committee and the Chair’s Executive Assistant for electronic posting.
   c. **Draft P&T Letter** (Due: September 28): A completed draft P&T letter should be provided to the Chair’s Executive Assistant for electronic posting.
   d. **P&T Review Faculty Meeting**: October 5, 2017
Annual Review Committee Responsibilities  
(Associate Professor)  
version 1.0 – August 2017

Autumn Semester:
1. General Tasks
   a. Whole Committee: Meet with faculty member during first several weeks of semester to discuss previous year’s annual review and consider goals for the coming year.
   b. Teaching Mentor:
      i. Ensure that a formal peer review of teaching (if needed) will take place at least two weeks prior to the end of the semester. Review may be by mentor or another faculty member; coordinate with Vice Chair. If a separate faculty member is used, the teaching mentor should meet briefly with the reviewer prior to the formal review.
      ii. If faculty member is teaching a new prep, help connect them with resources as needed.
   c. Research Mentor: Provide comments on grant proposals and journal article drafts; enlist other faculty as appropriate.

Spring Semester:
1. General Tasks
   a. Whole Committee: Meet with the candidate during the first two weeks of semester to discuss:
      i. Deadlines for Annual Review materials (see Task list below)
      ii. Research proposal deadlines
      iii. Address any questions regarding format of dossier.
      iv. Review progress on objectives established in the autumn.
   b. Teaching Mentor: If faculty member is teaching a class for the first time, attend the course in the first several weeks of the semester and provide informal feedback. Review quizzes and exams. Ensure a formal peer review takes place, if needed, prior to March for inclusion with annual review materials.
   c. Research Mentor: Provide comments on grant proposals and journal article drafts; enlist other faculty as appropriate.
   d. Whole Committee: In early March, review the candidate’s dossier, teaching peer evaluation, SEIs and previous annual review letters. Draft an annual review letter (see due date below). Consult guidelines for annual review letters.

2. Important Tasks and Deadlines:
   a. Complete Draft of Dossier (Due: Mar 15): The faculty member should provide a complete draft of the dossier to the committee for comment.
   b. Completed Dossier (Due: Mar 29): Available to Chair’s Executive Assistant for electronic posting.
   c. Completed Draft Annual Review Letter (Due: Mar 29) Available to Chair’s Executive Assistant for posting.
   d. Annual Review Faculty Meeting: April 5th, 6th, 12th and 13th, 2018