

Overview of Chair Duties for Reviews

	Year 2 and 4	Year 6	Senior*	Promotion to Full Prof	Visitors and adjuncts
Organize and conduct teaching observations;* upload all observation memos	4 (2 people x 2 classes each)	4 (2 people x 2 classes each)	2 (2 people x 1 class each)	2 (2 people x 1 class each)	2 (1 person x 2 classes)
Gather feedback from majors committee	✓	✓	✓	✓	✓
Gather feedback from 12 current students		✓		✓	
Read student feedback forms (course evals)	✓	✓	✓	✓	✓
Summarize student feedback forms for senior colleagues	✓		✓		
Attend PAS discussion with Provost & FPC liaison	✓		✓		
Organize dept PAS discussion with senior colleagues		✓		✓	
Approve potential external evaluators (FPC contacts)		✓		✓	
Contact boosters & submit their responses		✓		✓	
Consult junior colleagues in department	✓	✓	✓	✓	✓
Organize meeting of senior colleagues (hold vote for promotion reviews)	✓	✓	✓	✓	✓
Draft department memo, circulate for signature/approval, and submit	Due Nov 1	Due Dec 1	Due Feb 1	Due Mar 1	Due Apr 1

* Chairing of non-promotion senior reviews can be delegated to another senior colleague. FPC must be informed.