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## **Annual Faculty Review Checklist**

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| **Faculty Member’s Name:**  **Academic Position Description:**  **Academic Year:**  **Reviewers’ Names:** | | | |
| **Discussion Item** | **Check if Discussed** | **Comments** | **Action items** |
| **Highlights (past year)** |  |  |  |
| **Challenges (past year)** |  |  |  |
| **Goals (next year)** |  |  |  |
| **Work-life integration** |  |  |  |
| **Job description** |  |  |  |
| **Teaching effectiveness** |  |  |  |
| **Mentorship** |  |  |  |
| **Professional development** |  |  |  |
| **Career Milestones** |  |  |  |
| **Professionalism** |  |  |  |
| **Citizenship** |  |  |  |
| **Finances** |  |  |  |
| **Hospital Policies** |  |  |  |
| **University Policies** |  |  |  |
| **Planned career changes** |  |  |  |
| **Awards & honours** |  |  |  |