

# ANNUAL REVIEW

## Annual Statement on Progress Toward **Promotion**

(To be completed by the Dean or Department Head prior to the end of each academic year, normally at the time of annual review for each employee eligible for promotion consideration).

Review Period: July 1, \_\_\_\_\_ to June 30, \_\_\_\_\_

Name \_\_\_\_\_ Current Rank \_\_\_\_\_

College \_\_\_\_\_ Employee ID \_\_\_\_\_

Department [If applicable] \_\_\_\_\_

**As required by Article 16.5.1 of the Collective Agreement, I am informing you that my assessment of your progress toward meeting the standards for promotion is as follows:**

### **For Colleges Other Than Arts and Science**

This statement confirms that you are being assessed under the following category (in addition to the other required categories): (check one)

- Research, scholarly work, artistic work
- Practice of professional skills (including the scholarly component)

Date \_\_\_\_\_ Signed (Dean/Head) \_\_\_\_\_

I acknowledge that I received the above statement and that I have had an opportunity to discuss it with my Dean/Department Head.

### **Comments:**

Date \_\_\_\_\_ Signed (Faculty Member) \_\_\_\_\_

This signature shall not be deemed to be an acceptance by the employee of any matter of fact or opinion set out in this form.

Distribution of copies: Faculty Member, Dean's and Department Office (as appropriate), Office of the Provost & Vice-President Academic.