Primary Reviewers

For the assigned personnel, the Primary Reviewer is responsible for coordination of inputs from other sources and for creation of the Final review. In the below chart the Primary Reviewers are the individuals in RED and are responsible for Final Reviews on the personnel in the box immediately below.
Input

 Personnel having the responsibility for providing input on a Final Review to the Primary Reviewer. Below is specifically related to the faculty input needed for Final Reviews, but a Primary Reviewer may always request input from any reasonable source with whom the person being reviewed may have interacted.
Review Process

- Review cycle begins
- Notification is sent to all faculty and staff that the review cycle is in process
- Personnel responsible for providing input send input within x days to appropriate Primary reviewer
- Primary Reviewer will collate information and schedule meetings with personnel being reviewed.
- Primary Reviewer will complete review and document results
- Person reviewed is faculty?
  - Yes: Associate Dean will perform a secondary review and document findings
  - No: Completed Final Reviews will be reviewed by Dean and filed in HR
- Completed Final Reviews will be reviewed by Dean and filed in HR
- Review cycle ends.