

## Annual Review Outline\*

Employee Name	Job Title & Department	Evaluation Period	Time in Position Start:            End:
Dean Name & Title		Funding Source	

### Review

<b>Accomplishments</b> Include how results were achieved
Research (e.g., projects, publications, funding, collaborators):
Teaching (e.g., evaluation of teaching activities):
Service (e.g., service to UZH / academic community, committee membership):
Other (e.g., administrative duties, continuing education, promoting young researchers):

\* According to the guidelines for assistant professorships: <http://www.rd.uzh.ch/de/rechtssammlung/richtlinien.html>  
Please keep in mind that this annual review should be brief, and not take longer than 30 minutes.

## Annual Review Outline\*

### Preview

Goals & Key Accountabilities	Year-End Results
1. Research:	
2. Teaching:	
3. Service:	
4. Career goals & tenure progress (mid-term and long-term perspective, if applicable):	
5. Relations within the department/institute (colleagues, senior faculty, students, and university leadership):	

\* According to the guidelines for assistant professorships: <http://www.rd.uzh.ch/de/rechtssammlung/richtlinien.html>  
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Goals & Key Accountabilities	Year-End Results
6. Optional: Work-life or dual career topics (e.g., protected research time, tenure clock pause) <sup>1</sup>	
<b>Employee Comments</b>	

**Dean Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Employee Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

*Your signature on this form acknowledges that you have read the information and your supervisor has reviewed it with you.*

<sup>1</sup> Addressing point 6 is optional and may not be used to the detriment of assistant professors.

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