



*Charles Brenner, PhD*  
*Professor and Head*  
*Department of Biochemistry*  
*Carver College of Medicine*  
*University of Iowa*  
*51 Newton Road, BSB 4-403*  
*Iowa City, Iowa 52242-1109*

319-335-7934 Tel  
319-335-9570 Fax  
[biochem.uiowa.edu/brenner](mailto:biochem.uiowa.edu/brenner)  
[charles-brenner@uiowa.edu](mailto:charles-brenner@uiowa.edu)

## Biochemistry Annual Review Policy

Proposed: June 21, 2011

Discussed and Revised at Faculty Meeting: September 14, 2011

Date of this Memo: September 27, 2011

Annual reviews of tenured faculty are required by the University Operations Manual

<http://www.uiowa.edu/~our/opmanual/iii/10.htm#107>

Materials specified in Biochemistry's review process:

1. Updated CV
2. 1-2 page capsule of research, teaching and service activities in the prior and current academic years
3. Grant proposal reviews

Note that teaching reviews are already held by the Department. Service reviews may be provided by faculty members if desired. A template will be provided for the 1-2 page capsule.

Due date: November 15 of each academic year

Routinely, the Department Head and faculty members will have an annual review discussion between November 15 and December 15. Routinely, materials exchanged between reviewed faculty members and the Head will be held confidentially.

Pursuant to the Operations Manual, "when, as a result of an annual review, the unit head concludes that there are significant deficiencies related to teaching, research, or service, the unit head shall provide written notifications of these conclusions to the faculty member being reviewed, and the faculty member will be given an opportunity to respond in writing. The final report and the faculty member's response will be sent to the dean and will be kept with the faculty member's personnel records.

As we discussed in faculty meeting, it is my hope that the 1-2 page capsules will help each of us to focus on upcoming goals, to bring me up to speed on everyone's activities, and to see if I can help people achieve their goals.

A handwritten signature in black ink that reads "Charles Brenner".