Biennial Review Report

The Biennial Review Report shall consist of brief comments supporting the categorization awarded to the Member for each of the areas of the Member’s Responsibilities. The Chief Librarian or Dean or designate shall, in consultation with the Member’s immediate supervisor, categorize the Member’s performance as being one of: a) outstanding; b) very good; c) good; d) acceptable; or e) below the acceptable level.

**Member Name:**

**Dates of the review period:**

|  |  |  |
| --- | --- | --- |
| Responsibility | Categorization of Performance | Rationale and Comments |
| Professional Practice | Choose an item. |  |
| Academic Activity | Choose an item. |  |
| Service | Choose an item. |  |

**Signature of Chief Librarian/Dean/Designate:**

**Dated:**