

## **Tips for Completing the Annual Review Self-Reflection Statement**

- The COE faculty approved the COE Annual Review Criteria in December 2016. Please ensure that the self-reflection statement is tied to the criteria. See link: [https://nau.edu/coe/wp-content/uploads/sites/30/COE-ANNUAL-REVIEW-CRITERIA\\_Fall-2017\\_Approved\\_Dec-2017.pdf](https://nau.edu/coe/wp-content/uploads/sites/30/COE-ANNUAL-REVIEW-CRITERIA_Fall-2017_Approved_Dec-2017.pdf)
- All full-time faculty must complete this self-reflection statement as part of the annual review, including faculty who are going through the post-tenure review and choosing the “expedited review” process. Please check with your department chair on the cycle for “expedited reviews.”
- Sample reflection statements are provided as a guide for completing this statement.
- Include information and supporting evidence on how you meet the criteria both for satisfactory and the minimum number of items for meritorious/highly meritorious ratings.
- Include narrative statements to provide contextual information related to your annual reviews.
- Address how your work meets the statement of expectations for the review year.