## Department of Chemistry

**Staff review and development**

**Points for discussion at the review meeting**

Note: Both reviewer and reviewee can raise items for discussion in the meeting. This form is to ensure that both are able to share in “setting the agenda”.

Part A should be completed by the reviewee two weeks before the meeting and the form passed to the reviewer. The reviewer should complete Part B and take a copy, and return the form to the reviewee at least three full days before the meeting.

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| **Part A**  **Points the Reviewee would like to discuss:**  Date: |

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| **Part B**  **Points the Reviewer would like to discuss:**  I am returning your list of items which you would like to discuss at our meeting on  In addition to these points, I would like to discuss the following with you:  Date: |

It is the responsibility of the reviewer to make sure all the items on both lists are discussed.