DATE

TO: Professor (first name) (last name)

(department/school)

(college)

FROM: Reviewing Body (peer review committee, department chair/school director, dean)

SUBJECT: Annual or Cumulative Periodic Evaluation and Range Elevation of Temporary Faculty

I / We have competed my / our review of your materials for annual or cumulative periodic evaluation for the period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and rate your work Satisfactory or Unsatisfactory.

[Evaluation, including constructive suggestions for development. Reviewers should not use language that promises future work; nothing in this section shall be construed as a promise of future work.]

***For Cumulative – Deans (or designee)***:

Based on this evaluation you shall be issued a three-year appointment, effective \_\_\_\_\_. [Provide formative feedback.] Your reappointment does not constitute a promise of future work.

OR

Based on this evaluation, you shall not be reappointed. [For non-reappointment, the contract requires that you provide reasons: eg., “your teaching does not meet college expectations for student success, curricular integrity and quality, professionalism, etc.” Do not reference conduct-related issues in this document.]

***For Range Elevation – Peer Review Committee, Department Chair/School Director:***

**[NOTE: Under the contract, range elevation is a different process than periodic evaluation. Please consider application materials in light of the Senate Policy File criteria, which states that candidates “shall present evidence of excellence in teaching or other assigned duties, and shall be allowed to present evidence of professional development or significant contributions to service in the department or school, college, university, or community,” and present your decision on range elevation independent of your evaluation.]**

Based on the Senate Policy File mandatory criteria of “evidence in teaching or other assigned duties,” [I am/we are] recommending that your request for range elevation be [approved or denied]

***For Range Elevation – Deans (or designee):***

Based on the Senate Policy File mandatory criteria of “evidence in teaching or other assigned duties,” I am recommending that your request for range elevation be [approved or denied]. You will be notified of the final decision for range elevation by the Office of Faculty Advancement.

You have the right to submit a response or rebuttal statement in writing to this letter of review. If you choose to submit a written response, it must be submitted by [DATE]. [Do not include this paragraph on letters from the Dean, as there is no response/rebuttal to a personnel decision.]

CC Fields:

* Personnel Action File (5 day filing notice)
* Copy previous levels of review.
* Copy the College RTP Representative in your Dean’s Office.