Month, Day, Year

TO: Professor [First name] [Last Name]

[Department/School]

[College]

FROM: [Peer Review Committee, Department Chair/School Director, Dean]

SUBJECT: Periodic Evaluation of Tenured & Probationary Faculty

I / We have completed my / our review of your materials for periodic evaluation for the period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Describe accomplishments, innovations, and improvements in TEACHING / COUNSELING / LIBRARY SERVICE EFFECTIVENESS

Indicate specific areas in need of further development, reflection or correction in the next academic year for TEACHING / COUNSELING / LIBRARY SERVICE EFFECTIVENESS

Describe accomplishments, innovations, and improvements in PROFESSIONAL GROWTH

Indicate specific areas in need of further development, reflection or correction in the next academic year for PROFESSIONAL GROWTH.

Describe accomplishments, innovations, and improvements in SERVICE

Indicate specific areas in need of further development, reflection or correction in the next academic year for SERVICE

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].

cc:

* Copy previous and parallel levels of review
* Copy Associate Vice President for Faculty Advancement and Student Success
* Copy the College RTP Representative in your Dean’s Office