DATE

TO: Dean of College

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

SUBJECT: Range Elevation for Temporary Faculty

***[NOTE FOR REVIEWERS: 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 recommendation on range elevation.]***

Based on the Senate Policy File mandatory criteria of “evidence in teaching or other assigned duties [and evidence of professional development or significant contributions to service],” [I am/we are] recommending that this request for range elevation be [approved or denied].

CC:

* Copy previous levels of review
* College Range Elevation Representative (or appropriate college staff contact)