

Sample E-mail or Letter to Probationary Faculty Undergoing a Periodic Evaluation

The PERIODIC EVALUATION focuses on providing the probationary faculty member with important developmental feedback, both positive and negative, with the goal of maintaining and/or improving performance.

You are scheduled to undergo a PERIODIC EVALUATION this academic year. Please review the enclosed performance review schedule for the College of **xxx** noting the date your dossier is due to the dean's office. The procedures for this process are available in the newly revised **FPPP Section 8.0 Evaluation of Faculty**. In particular, see **Section 8.1 Evidence** and **Section 10.0 Periodic Evaluations of probationary faculty**. For your convenience, you can easily access the FPPP at the following link: <http://www.csuchico.edu/hr/Documents/VPHR-FPPP.doc>

The **xxx** Personnel Committee members are as follows:

[list names]

[name]
Administrative Analyst
College of **xxx**
(530) 898-**xxxx**