

## **Sample E-mail or Letter to Temporary Faculty Undergoing a Periodic Evaluation**

Periodic evaluations stress developmental issues and focus on plans for improving a faculty member's effectiveness. The written REPORT does not contain formal RECOMMENDATIONS regarding retention, tenure, or promotion.

You are scheduled to undergo a PERIODIC EVALUATION this academic year. Please review the enclosed evaluation 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 9.0/9.1 Evaluation of Part Time Lecturers**.

**Department Personnel Committee Members:**

[list committee members by each department]

Those who teach in more than one department will undergo review in each department.

[name]

Administrative Analyst

College of **xxx**

(530) 898-**xxxx**

Revised February 2015