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

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