

## Part-Time Faculty Performance Review MEMORANDUM

**TO:** Ted Young, Associate Provost for Faculty Affairs      **DATE:**  
**FROM:** \_\_\_\_\_      **DEPT:**  
\_\_\_\_\_

**Employee Name**

**Evaluation Period**

*Department Chairs must attach a comprehensive part-time faculty performance review addressing 1) teaching experience and effectiveness, and 2) professional accomplishments. Based on a collegial discussion of the complete packet during the faculty performance review process, the Department Chair should make a recommendation in this memorandum regarding the letter of appointment (e.g. "Move to 1-year appointment") and any possible promotion:*

**CURRENT:**  
Salary grid placement \_\_\_\_\_ Rank \_\_\_\_\_

**RECOMMENDED:**  
Salary grid placement \_\_\_\_\_ Rank \_\_\_\_\_

**DURATION OF APPOINTMENT:**    term-by term                              1-Year                              3-Years

**Comments/Notes:**

**Department Chair signature:**

**Associate Provost signature:**

**Provost signature:**