

Full-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:

1-Year

3-Years

Comments and Notes:

Department Chair:

Associate Provost:

Provost: