

SAMPLE LETTER NOTIFYING ASSISTANT TEACHING PROFESSOR OF REVIEW

[Date]

[Name]

[Address]

Dear [Name]:

College procedures require that a full review of performance be held for Teaching Professors at the assistant rank in their third year of service (see Reviews, Renewals, and Promotions for TPAC and Research Faculty; A&L Faculty Reference Guide). You will be in your third year of service as an Assistant Teaching Professor in [20XX-XX]. Accordingly, a full review of your performance will be held. I shall be happy to meet with you in the near future to discuss preparations for the review.

With all best wishes,

[Name of Chair]

[Title]

SAMPLE LETTER NOTIFYING ASSISTANT PROFESSOR OF THE PRACTICE OF REVIEW

[Date]

[Name]

[Address]

Dear [Name]:

College procedures require that a full review of performance be held for Professors of the Practice at the assistant rank in their third year of service (see Reviews, Renewals, and Promotions for TPAC and Research Faculty; A&L Faculty Reference Guide). You will be in your third year of service as an Assistant Professor of the Practice [20XX-XX]. Accordingly, a full review of your performance will be held. I shall be happy to meet with you in the near future to discuss preparations for the review.

With all best wishes,

[Name of Chair]

[Title]

SAMPLE LETTER NOTIFYING ASSISTANT ADVISING PROFESSOR OF REVIEW

[Date]

[Name]

[Address]

Dear [Name]:

College procedures require that a full review of performance be held for Advising Professors at the assistant rank in their third year of service (see Reviews, Renewals, and Promotions for TPAC and Research Faculty; A&L Faculty Reference Guide). You will be in your third year of service as an Assistant Advising Professor [20XX-XX]. Accordingly, a full review of your performance will be held. I shall be happy to meet with you in the near future to discuss preparations for the review.

With all best wishes,

[Name of Chair]

[Title]

SAMPLE LETTER NOTIFYING ASSISTANT CLINICAL PROFESSOR OF REVIEW

[Date]

[Name]

[Address]

Dear [Name]:

College procedures require that a full review of performance be held for Clinical Professors at the assistant rank in their third year of service (see Reviews, Renewals, and Promotions for TPAC and Research Faculty; A&L Faculty Reference Guide). You will be in your third year of service as an Assistant Clinical Professor [20XX-XX]. Accordingly, a full review of your performance will be held. I shall be happy to meet with you in the near future to discuss preparations for the review.

With all best wishes,

[Name of Chair]

[Title]

SAMPLE LETTER NOTIFYING FULL TEACHING PROFESSOR OF REVIEW

[Date]

[Name]

[Address]

Dear [Name]:

College procedures require that a full review of performance be held for Teaching Professors at the rank of full in their fifth year of service. Additionally, college procedures require a full review for all Teaching Professors in the last year of their current contract period. You will be in the fifth year of your service as a Teaching Professor in [20XX-XX] and the final year of your contract period. Accordingly, a full review of your performance will be conducted. You are invited to submit any materials you wish the committee to consider. I shall be happy to meet with you in the near future to discuss preparations for the review.

With all best wishes,

[Name of Chair]

[Title]

SAMPLE LETTER NOTIFYING FULL PROFESSOR OF THE PRACTICE OF REVIEW

[Date]

[Name]

[Address]

Dear [Name]:

College procedures require that a full review of performance be held for Professors of the Practice at the rank of full in their fifth year of service. Additionally, college procedures require a full review for all Professors of the Practice in the last year of their current contract period. You will be in the fifth year of your service as a Professor of the Practice in [20XX-XX] and the final year of your contract period. Accordingly, a full review of your performance will be conducted. You are invited to submit any materials you wish the committee to consider. I shall be happy to meet with you in the near future to discuss preparations for the review.

With all best wishes,

[Name of Chair]

[Title]

SAMPLE LETTER NOTIFYING FULL ADVISING PROFESSOR OF REVIEW

[Date]

[Name]

[Address]

Dear [Name]:

College procedures require that a full review of performance be held for Advising Professors at the rank of full in their fifth year of service. Additionally, college procedures require a full review for all Advising Professors in the last year of their current contract period. You will be in the fifth year of your service as an Advising Professor in [20XX-XX] and the final year of your contract period. Accordingly, a full review of your performance will be conducted. You are invited to submit any materials you wish the committee to consider. I shall be happy to meet with you in the near future to discuss preparations for the review.

With all best wishes,

[Name of Chair]

[Title]

SAMPLE LETTER NOTIFYING FULL CLINICAL PROFESSOR OF REVIEW

[Date]

[Name]

[Address]

Dear [Name]:

College procedures require that a full review of performance be held for Clinical Professors at the rank of full in their fifth year of service. Additionally, college procedures require a full review for all Clinical Professors in the last year of their current contract period. You will be in the fifth year of your service as a Clinical Professor in [20XX-XX] and the final year of your contract period. Accordingly, a full review of your performance will be conducted. You are invited to submit any materials you wish the committee to consider. I shall be happy to meet with you in the near future to discuss preparations for the review.

With all best wishes,

[Name of Chair]

[Title]