

**Template Letters for**

**Faculty Evaluations**

  Revised August 2023

Table of Contents

[Fall Evaluation Letter Templates 3](#_Toc141880173)

[**Probationary (Tenure-Track) Faculty Evaluation Template Letter (January)** 3](#_Toc141880174)

[**Promotion & Tenure Evaluation Template Letter** 5](#_Toc141880175)

[**Promotion Evaluation Template Letter** 7](#_Toc141880176)

[**Renewable Term Instructors Evaluation Letter** 9](#_Toc141880177)

[**Adjunct (50% or more) Instructor Evaluation Template Letter** 11](#_Toc141880178)

[**Faculty Annual Review (MERIT) Template Letter (Spring Semester)** 13](#_Toc141880179)

# Fall Evaluation Letter Templates

### **Probationary (Tenure-Track) Faculty Evaluation Template Letter (January)**

(see Promotion and Tenure (P & T) template letter for use in year 6)

February XX, 20XX

Faculty Member:

Department:

University of Northern Iowa

Dear:

Pursuant to Chapter Three of the Faculty Handbook, I am writing to provide you this evaluation of your professional activity, which includes an assessment of your teaching, scholarship, and service accomplishments for the Fall semester. Additionally, I have provided a brief cumulative summary of your strengths of performance and any recommendations for improvement for your entire probationary period leading to a tenure and promotion bid. I have utilized the report of the department’s Professional Assessment Committee (PAC) and my own assessments of your portfolio of work during the current academic year. The cumulative summary will be more extensive during Third Year and Promotion and Tenure Reviews. This letter is being sent to the dean and placed in your evaluation file.

Employment began: Fall, XXXX

Current Rank:

Candidate for XXX-year probation

Years Credit: X (documented in letter of offer or MOU):

**DEPARTMENT HEAD’S EVALUATION**

**Teaching**

**\_\_\_\_\_ Meets Expectations**

**\_\_\_\_\_ Exceeds Expectations**

**\_\_\_\_\_ Needs Improvement**

Your teaching assignment for the fall semester 20XX included the following courses:

*Report on the comprehensive representation of a faculty member’s teaching performance utilizing multiple materials and methods*

*Utilize: University Guiding Standards, Departmental Standards and Criteria Document, Observation(s) of teaching, most recent u-FAR documentation (including Annual Goals and Reflection, updated vita, new student assessment results and previous reflection, Syllabi, Teaching Artifacts), Professional Development Activities, previous evaluation letters for cumulative summary, other materials submitted to the Faculty Evaluation File, etc.*

**Scholarship** *(remove if not required for Renewable Term faculty)*

**\_\_\_\_\_ Meets Expectations**

**\_\_\_\_\_ Exceeds Expectations**

**\_\_\_\_\_ Needs Improvement**

*Report on the quality and meaningful impact of scholarly accomplishments.*

*Include a bibliographic listing (as appropriate) or summarize credited scholarly work for the previous Summer or current Fall semester (or a cumulative listing or summary during Third Year Review).*

*Utilize: University Guiding Standards, Departmental Standards and Criteria Document, materials submitted to the Faculty Evaluation File (Artifacts, Evidence, Peer Review, previous evaluation letters for cumulative summary, etc.), most recent u-FAR materials (Annual Goals & Reflection, Updated Vita, etc.).*

**Service**

**\_\_\_\_\_ Meets Expectations**

**\_\_\_\_\_ Exceeds Expectations**

**\_\_\_\_\_ Needs Improvement**

*Report on Faculty member’s contributions or accomplishments, include faculty member’s role (including any leadership role), level of participation, and meaningful contributions.*

*Utilize: University Guiding Standards, Departmental Standards and Criteria Document, materials submitted to the Faculty Evaluation File (previous evaluation letters for cumulative summary, etc.), most recent u-FAR materials (Updated Vita, Annual Goals & Reflection, etc.).*

Summary

*Brief Summary of Fall semester: strengths of faculty performance and any recommendations for improvement.*

*Brief Cumulative Summary: strengths of faculty performance and any recommendations for improvement for the entirety of the probationary period.*

*Third-Year Review: comprehensive review of performance to date in order to assess cumulative accomplishments according to the departmental standards and criteria. Review of faculty member’s required Faculty Narrative.*

DEPARTMENT HEAD’S RECOMMENDATION

\_\_\_\_\_ Continued Probation (CP) – meets or exceeds in each area under review

\_\_\_\_\_ Continued Probation with Difficulties (CPD) – needs improvement in one or more areas under

review

\_\_\_\_\_ Probationary Appointment Terminated (PAT) – seriously deficient performance

Thank you for your contributions.

Sincerely,

Department Head

Revised 10/2022

### **Promotion & Tenure Evaluation Template Letter**

(Probationary faculty members --includes an assistant professor applying for the rank of Associate Professor;

or an Associate Professor applying for tenure only)

February XX, 20XX

Faculty Member:

Department:

University of Northern Iowa

Dear:

Pursuant to Chapter Three of the Faculty Handbook, I am writing to provide you this evaluation of your professional activity, which includes an assessment of your teaching, scholarship, and service accomplishments during your entire probationary period. I have utilized the report of the department’s Professional Assessment Committee (PAC) and my own assessments of your portfolio of work during the time period associated with this review. This comprehensive evaluation includes a cumulative summary of your strengths of performance and any deficiencies noted during the time period leading up to this tenure and promotion *(or tenure only)* bid. This letter is being sent to the dean and placed in your evaluation file.

Employment began:

Current Rank:

Year of last promotion (if applicable):

Years Credit: X (documented in letter of offer or Memorandum of Understanding (MOU):

DEPARTMENT HEAD’S EVALUATION

**Teaching (cumulative)**

**\_\_\_\_\_ Meets Expectations**

**\_\_\_\_\_ Exceeds Expectations**

**\_\_\_\_\_ Needs Improvement**

During your probationary period, you have taught the following courses:

*Cumulatively report on the comprehensive representation of a faculty member’s teaching performance utilizing multiple materials and methods. Only after an affirmative judgment as to documented teaching effectiveness has been made can serious consideration by given to an evaluation of scholarship and service.*

*Utilize: University Guiding Standards, Departmental Standards and Criteria Document, Observation(s) of teaching, most recent u-FAR documentation (including Annual Goals and Reflection, updated vita, new student assessment results and previous reflection, Syllabi, Teaching Artifacts), Professional Development Activities, previous evaluation letters for cumulative summary, other materials submitted to the Faculty Evaluation File, etc.*

**Scholarship (cumulative)**

**\_\_\_\_\_ Meets Expectations**

**\_\_\_\_\_ Exceeds Expectations**

**\_\_\_\_\_ Needs Improvement**

*Cumulatively report on the quality and meaningful impact of scholarly accomplishments. Include a review of the bibliographic listing (as appropriate) or summarize credited scholarly work or accomplishments for the entire period under review.*

*Utilize: University Guiding Standards, Departmental Standards and Criteria Document, materials submitted to the Faculty Evaluation File (Artifacts, Evidence, Peer Review, previous evaluation letters for cumulative summary, etc.), most recent u-FAR materials (Annual Goals & Reflection, Updated Vita, etc.).*

**Service (cumulative)**

**\_\_\_\_\_ Meets Expectations**

**\_\_\_\_\_ Exceeds Expectations**

**\_\_\_\_\_ Needs Improvement**

*Cumulatively report on faculty member’s contributions or accomplishments, include faculty member’s role (including any leadership role), level of participation, and meaningful contributions. Provide a listing of credit service activities broken out by area (Profession, University, College, Department).*

*Utilize: University Guiding Standards, Departmental Standards and Criteria Document, materials submitted to the Faculty Evaluation File (previous evaluation letters for cumulative summary, etc.), most recent u-FAR materials (Updated Vita, Annual Goals & Reflection, etc.).*

Summary

*Include a comprehensive review of performance during the entire probationary period in order to assess cumulative accomplishments according to the departmental standards and criteria. Review faculty member’s required Faculty Narrative*.

DEPARTMENT HEAD’S RECOMMENDATION

**\_\_\_\_\_Promotion (P)**

**\_\_\_\_\_Promotion Denied (PD)**

**\_\_\_\_\_Tenure (T)**

**\_\_\_\_\_Tenure Denied (TD)**

Thank you for your contributions.

Sincerely,

Department Head

Revised 10/2022

### **Promotion Evaluation Template Letter**

(Tenured Associate Professor applying for Full Professor)

February XX, 20XX

Faculty Member:

Department:

University of Northern Iowa

Dear:

Pursuant to Chapter Three of the Faculty Handbook, I am writing to provide you this evaluation of your professional activity, which includes an assessment of your teaching, scholarship, and service accomplishments since your last promotion. This letter is written for purposes of reporting the results of your accomplishments in teaching, scholarship, and service. I have utilized the report of the department’s Professional Assessment Committee (PAC) and my own assessments of your portfolio of work during the time period associated with this review. This comprehensive evaluation includes a cumulative summary of your strengths of performance and any recommendations for improvement during the time period leading up to your promotion bid. Consideration for promotion to Professor takes the place of post-tenure review. This letter is being sent to the dean and placed in your evaluation file.

Employment began:

Current Rank:

Year of last promotion:

Year of Tenure:

Years Credit: X (documented in letter of offer or Memorandum of Understanding (MOU):

**DEPARTMENT HEAD’S EVALUATION**

**Teaching (cumulative)**

**\_\_\_\_\_ Meets Expectations**

**\_\_\_\_\_ Exceeds Expectations**

**\_\_\_\_\_ Needs Improvement**

Since your last promotion, you have taught the following courses:

*Cumulatively report on the comprehensive representation of a faculty member’s teaching performance utilizing multiple materials and methods. Only after an affirmative judgment as to documented teaching effectiveness has been made can serious consideration by given to an evaluation of scholarship and service.*

*Utilize: University Guiding Standards, Departmental Standards and Criteria Document, Observation(s) of teaching, most recent u-FAR documentation (including Annual Goals and Reflection, updated vita, new student assessment results and previous reflection, Syllabi, Teaching Artifacts), Professional Development Activities, previous evaluation letters for cumulative summary, other materials submitted to Sharepoint, etc.*

**Scholarship (cumulative)**

**\_\_\_\_\_ Meets Expectations**

**\_\_\_\_\_ Exceeds Expectations**

**\_\_\_\_\_ Needs Improvement**

*Cumulatively report on the quality and meaningful impact of scholarly accomplishments*

*Utilize: University Guiding Standards, Departmental Standards and Criteria Document, materials submitted to the Faculty Evaluation File (Artifacts, Evidence, Peer Review, previous evaluation letters for cumulative summary, etc.), most recent u-FAR materials (Annual Goals & Reflection, Updated Vita, etc.).*

**Service (cumulative)**

**\_\_\_\_\_ Meets Expectations**

**\_\_\_\_\_ Exceeds Expectations**

**\_\_\_\_\_ Needs Improvement**

*Cumulatively report on faculty member’s contributions or accomplishments, include faculty member’s role (including any leadership role), level of participation, and meaningful contributions. Provide a listing of credit service activities broken out by area (Profession, University, College, Department).*

*Utilize: University Guiding Standards, Departmental Standards and Criteria Document, materials submitted to the Faculty Evaluation File (previous evaluation letters for cumulative summary, etc.), most recent u-FAR materials (Updated Vita, Annual Goals & Reflection, etc.).*

**Summary**

*Include a comprehensive review of performance from last promotion to date in order to assess cumulative accomplishments according to the departmental standards and criteria. Review faculty member’s required Faculty Narrative.*

DEPARTMENT HEAD’S RECOMMENDATION

**\_\_\_\_\_Promotion (P)**

**\_\_\_\_\_Promotion Denied (PD)**

**\_\_\_\_\_Tenure (T)**

**\_\_\_\_\_Tenure Denied (TD)**

Thank you for your contributions.

Sincerely,

Department Head

Revised 10/2022

### **Renewable Term Instructors Evaluation Letter**

(Probationary status – years 1 and 2; and beyond for reappointment, or applying for promotion)

February XX, 20XX

Faculty Member:

Department:

University of Northern Iowa

Dear:

Pursuant to Chapter Three of the Faculty Handbook, I am writing to provide you this evaluation of your professional activity, which includes an assessment of your teaching and service accomplishments during your two-year probationary period or annually thereafter, as applicable. The standard expectation for your work is that teaching is the predominant activity, although scholarship activities may be present. I have utilized the report of the department’s Professional Assessment Committee (PAC) and my own assessments of your portfolio of work during the time period associated with this review.

This comprehensive evaluation includes a cumulative summary of your strengths of performance and any deficiencies noted during your two-year probationary period. Thereafter, reappointment will be for one year at a time, following assessment and evaluation procedures outlined in Chapter 3 of the Faculty Handbook, that conclude with a satisfactory performance evaluation by the PAC and University administration. This letter is being sent to the dean and placed in your evaluation file.

**(OR) – in year 3 and beyond**

This comprehensive evaluation includes a cumulative summary of your strengths of performance and any deficiencies noted during this review period. Your reappointment will be for one year at a time, following assessment and evaluation procedures outlined in Chapter 3 of the Faculty Handbook, that conclude with a satisfactory performance evaluation by the PAC and University administration. This letter is being sent to the dean and placed in your evaluation file.

Employment began:

Current Rank:

Year of last promotion (if applicable):

**DEPARTMENT HEAD’S EVALUATION**

**Teaching**

**\_\_\_\_\_ Meets Expectations**

**\_\_\_\_\_ Exceeds Expectations**

**\_\_\_\_\_ Needs Improvement**

Your teaching assignment for the Fall semester (or cumulatively during the 2-year probationary period) included:

*Cumulatively report on the comprehensive representation of a faculty member’s teaching performance utilizing multiple materials and methods.*

*Utilize: University Guiding Standards, Departmental Standards and Criteria Document, Observation(s) of teaching, most recent u-FAR documentation (including Annual Goals and Reflection, updated vita, new student assessment results and previous reflection, Syllabi, Teaching Artifacts), Professional Development Activities, previous evaluation letters for cumulative summary, other materials submitted to Sharepoint, etc.*

**Scholarship (if present in portfolio)**

**\_\_\_\_\_ Meets Expectations**

**\_\_\_\_\_ Exceeds Expectations**

**\_\_\_\_\_ Needs Improvement**

*Report on the quality and meaningful impact of scholarly accomplishments*

*Utilize: University Guiding Standards, Departmental Standards and Criteria Document, materials submitted to the Faculty Evaluation File (Artifacts, Evidence, Peer Review, previous evaluation letters for cumulative summary, etc.), most recent u-FAR materials (Annual Goals & Reflection, Updated Vita, etc.).*

**Service (cumulative)**

**\_\_\_\_\_ Meets Expectations**

**\_\_\_\_\_ Exceeds Expectations**

**\_\_\_\_\_ Needs Improvement**

*Report on Faculty member’s contributions or accomplishments, include faculty member’s role (including any leadership role), level of participation, and meaningful contributions.*

*Utilize: University Guiding Standards, Departmental Standards and Criteria Document, materials submitted to the Faculty Evaluation File (previous evaluation letters for cumulative summary, etc.), most recent u-FAR materials (Updated Vita, Annual Goals & Reflection, etc.).*

**Summary**

*Include a comprehensive review of performance during the two-year probationary period (or annually beyond) in order to assess cumulative accomplishments according to the departmental standards and criteria.*

DEPARTMENT HEAD’S RECOMMENDATION (see below if application is applying for promotion)

**\_\_\_\_\_ Retention (R) – meets or exceeds in each area under review**

**\_\_\_\_\_ Retention with Difficulties (RD) – needs improvement in one or more areas under review**

**\_\_\_\_\_Termination (T) – seriously deficient performance**

Beginning Fall 2023 - Spring 2024

DEPARTMENT HEAD’S RECOMMENDATION (use only when applicant applies for promotion according to Chapter 3 provisions)

**\_\_\_\_\_Promotion (P)**

**\_\_\_\_\_Promotion Denied (PD)**

Thank you for your contributions.

Sincerely,

Department Head Revised 10/2022

### **Adjunct (50% or more) Instructor Evaluation Template Letter**

Utilize during the 1st year and every 6th semester, or when applying for promotion in the Fall.

Use for appointments below 50% at department heads discretion.

Review materials submission: u-FAR materials and other materials submitted in SharePoint

February XX, 20XX or

June XX, 20XX

Faculty Member:

Department:

University of Northern Iowa

Dear:

Pursuant to Chapter Three of the Faculty Handbook, I am writing to provide you this evaluation of your professional activity, which includes an assessment of your teaching. The standard expectation for your work is that teaching is the predominant activity. If seeking promotion, I have utilized the report of the department’s Professional Assessment Committee (PAC). This evaluation letter includes my own assessments of your portfolio of work during the time period associated with this review.

This comprehensive evaluation includes a cumulative summary of your strengths of teaching performance and any deficiencies noted during your first year and every sixth semester, or when applying for promotion. This letter is being sent to the dean and placed in your evaluation file.

Employment began:

Number of semesters completed at 50% or more (include current semester):

Current Rank:

Year of last promotion (if applicable):

**DEPARTMENT HEAD’S EVALUATION**

**Teaching**

**\_\_\_\_\_Meets Expectations**

**\_\_\_\_\_Exceeds Expectations**

**\_\_\_\_\_ Needs Improvement**

Your teaching assignment for the Fall semester (or cumulatively during the 6th semester or beyond period) included:

*Cumulatively report on the comprehensive representation of a faculty member’s teaching performance utilizing multiple materials and methods.*

*Utilize: University Guiding Standards, Departmental Standards and Criteria Document, Observation(s) of teaching, most recent u-FAR documentation (including Annual Goals and Reflection, updated vita, new student assessment results and previous reflection, Syllabi, Teaching Artifacts), Professional Development Activities, previous evaluation letters for cumulative summary, other materials submitted to Sharepoint, etc.*

Summary

*Include a comprehensive review of performance during the first year or every 6th semester taught beyond in order to assess cumulative accomplishments according to the departmental standards and criteria.*

**FALL ONLY**

Beginning Fall 2023 - Spring 2024

DEPARTMENT HEAD’S RECOMMENDATION (use only when applicant applies for promotion according to Chapter 3 provisions)

**\_\_\_\_\_Promotion (P)**

**\_\_\_\_\_Promotion Denied (PD)**

Thank you for your contributions.

Sincerely,

Department Head

Revised 10/2022

### **Faculty Annual Review (MERIT) Template Letter (Spring Semester)**

June XX, 20XX

Faculty Member:

Department:

University of Northern Iowa

Employment began: Fall, XXXX

Current Rank:

Next scheduled Post-Tenure Review year (if tenured): 20XX – 20XX

Dear:

The Annual Review process provides faculty members an annual assessment of faculty performance, feedback for faculty reflection, an opportunity for faculty to access professional development resources, and the allocation of merit pay. Annual reviews are also used for continuation, promotion, tenure, and post-tenure review purposes.

Pursuant to Chapter Three of the Faculty Handbook, I am writing to provide you this Annual Review of your professional activity, which includes an assessment of your teaching, scholarship, and service accomplishments from April 1 of the previous academic year through March 31 of the current academic year. Specific criteria for the Annual Review are documented in the University Guiding Standards in the Faculty Handbook and in the Departmental Standards and Criteria Document.

According to the Faculty Handbook, a rating is assigned of (a) Meets Expectations, (b) Exceeds Expectations, or (c) Needs Improvement for each area of performance (teaching, scholarship, service) according to the criteria by portfolio and rank.

Additionally, you are assigned full points up to a maximum of 4 points for each area (teaching, scholarship, service) of performance. Then, the individual rating assigned to each area is multiplied by the percentage of your official portfolio assignment (e.g. Standard Portfolio for all faculty is 60% teaching, 25% scholarship, and 15% service). Finally, the rating x (times) portfolio percentage scores attained for each area are totaled to determine your overall Merit Score. Faculty who receive a 1 or above in each performance area receive merit pay in a given year. Faculty members who receive a 0 in any performance area will receive an overall 0 for their Faculty Member Merit Score and are therefore ineligible for merit.

A copy of this letter is being sent to the dean and placed in your evaluation file.

**DEPARTMENT HEAD’S EVALUATION**

**Teaching (required)**

**\_\_\_\_\_Meets Expectations Rating (1, 2, or 3)**

**\_\_\_\_\_Exceeds Expectations Rating (4)**

**\_\_\_\_\_Needs Improvement Rating (0)**

*Report on the comprehensive representation of a faculty member’s teaching performance utilizing multiple materials and methods from April 1 of the previous academic year through March 31 of the current academic year.*

*Utilize: University Guiding Standards, Departmental Standards and Criteria Document, Observation(s) of teaching, most recent u-FAR documentation (including Annual Goals and Reflection, updated vita, new student assessment results and previous reflection, Syllabi, Teaching Artifacts), Professional Development Activities, previous evaluation letters for cumulative summary, other materials submitted to Sharepoint, etc.*

**Scholarship (required)** *(remove if not required for Term or Renewable Term faculty)*

**\_\_\_\_\_Meets Expectations Rating (1, 2, or 3)**

**\_\_\_\_\_Exceeds Expectations Rating (4)**

**\_\_\_\_\_Needs Improvement Rating (0)**

*Report on the qualitative and quantitative, as well as meaningful impact, of scholarly accomplishments*

*Include a bibliographic listing (as appropriate) or summarize credited scholarly work for the period of accomplishments from April 1 of the previous academic year through March 31 of the current academic year.*

*Utilize: University Guiding Standards, Departmental Standards and Criteria Document, materials submitted to the Faculty Evaluation File (Artifacts, Evidence, Peer Review, previous evaluation letters for cumulative summary, etc.), most recent u-FAR materials (Annual Goals & Reflection, Updated Vita, etc.), etc.*

**Service (required)**

**\_\_\_\_\_Meets Expectations Rating (1, 2, or 3)**

**\_\_\_\_\_Exceeds Expectations Rating (4)**

**\_\_\_\_\_Needs Improvement Rating (0)**

*Report on Faculty member’s quality and quantity of contributions or accomplishments, include faculty member’s role (including any leadership role), level of participation, and meaningful contributions.*

*Utilize: University Guiding Standards, Departmental Standards and Criteria Document, materials submitted to the Faculty Evaluation File (previous evaluation letters for cumulative summary, etc.), most recent u-FAR materials (Updated Vita, Annual Goals & Reflection, etc.), etc.*

**Summary**

*Brief Annual Review Summary: strengths of faculty performance and any recommendations for improvement.*

Thank you for your contributions.

Sincerely,

Department Head

If the faculty member is undergoing Post-Tenure Review, insert the appropriate addendum from the following pages into this portion of the letter.

If the faculty member is currently on a Performance Improvement Plan, please report on any progress made.

**Addendum #1: Summary Review Report (to be used Spring 2024 and beyond, *if applicable*)   
  
Post-Tenure Summary Review Report:**

**Department Head’s Summary:**

*Summarize reports of Annual Reviews over the Post-Tenure Review period (currently since Spring 2020 to present), noting areas of strength or recommendations for performance improvement. Finally, provide an overall (cumulative) designation of Meets or Exceeds Expectations in each area below.*

**Cumulative Teaching\*** *(based on all annual reviews within the current Post-Tenure Review period)*

\_\_\_\_\_\_ Meets Expectations

\_\_\_\_\_\_ Exceeds Expectations

**Cumulative Scholarship** *(based on all annual reviews within the current Post-Tenure Review period)*

\_\_\_\_\_\_ Meets Expectations

\_\_\_\_\_\_ Exceeds Expectations

**Cumulative Service** *(based on all annual reviews within the current Post-Tenure Review period)*

\_\_\_\_\_\_ Meets Expectations

\_\_\_\_\_\_ Exceeds Expectations

**Post-Tenure Review Awards (Full Professors Only):**   
Eligible faculty who complete a Summary Review and have received annual review ratings of Meets Expectations or Exceeds Expectations in teaching\*, scholarship, and service during the entire post tenure review period under consideration shall receive a monetary award. If you are eligible for a post tenure review award, the award amount will be documented on your salary statement letter from Human Resource Services.

*\*or librarianship*

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**Addendum #2: Notification of Comprehensive Post-Tenure Review (to be used beginning Spring 2023, if applicable)***If the result of this annual review triggers a Comprehensive Post-Tenure Review (one of the following occurs during the Post-Tenure Review period (Spring 2020 – Spring 2024), please insert either Option A or Option B (listed below) into this portion of the letter to notify the faculty member of their upcoming Comprehensive Review to be scheduled in the Fall.*

**Comprehensive Post-Tenure Review**:   
  
(Option A: delete if not applicable)  
Due to you having received three “Needs Improvement” ratings in one or more review areas in three Annual Reviews over the current Post-Tenure Review period (Spring 2020 - Spring 2024), a Comprehensive Review, separately conducted by the PAC and Department Head, will be scheduled during the next academic year.

Three academic years in which you received a “Needs Improvement” in Teaching, Scholarship, or Service and the area(s) in which they were received.

Year: \_\_\_\_\_\_\_\_\_\_\_\_\_ Area(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year: \_\_\_\_\_\_\_\_\_\_\_\_\_ Area(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year: \_\_\_\_\_\_\_\_\_\_\_\_\_ Area(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(OR)

(Option B: delete if not applicable)

Due to you having received two “Needs Improvement” designations in teaching in two consecutive Annual Reviews over the current Post-Tenure Review period (Spring 2020 - Spring 2024), a Comprehensive Review, separately conducted by the PAC and Department Head, will be scheduled during the next academic year.

Two consecutive academic years in which you received a “Needs Improvement” in Teaching.

Year: \_\_\_\_\_\_\_\_\_\_\_\_\_ Area: Teaching

Year: \_\_\_\_\_\_\_\_\_\_\_\_\_ Area: Teaching

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**Addendum #3: Comprehensive Post-Tenure Review Report** *(FH Paragraph 3.16f.2)*  
If the faculty member is currently undergoing a Comprehensive Post-Tenure Review,please insert the section below into this portion of the letter.

**Department Head’s Summary:** (note areas of strength or make recommendations for performance improvement)

(Option A: delete if not applicable)  
Since you received either “Meets Expectations” or “Exceeds Expectations” in each of the review areas during this Comprehensive Post-Tenure Review, as documented in my review letter or in the PAC’s, your post-tenure clock will restart.

(OR)

(Option B: delete if not applicable)  
Since you received a “Needs Improvement” designation by either myself or the PAC in the area(s) indicated in this review, you must develop a Performance Improvement Plan by March 15. For more information, see Faculty Handbook Paragraph 3.16f.4 Outcome 2: “Needs Improvement” Comprehensive Review Result.

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