

Professor
Department
Building

Dear _____:

Executive Associate Dean Raúl Curto has requested that the Department undertake an extended review of your activities and accomplishments as a member of the tenured faculty over the past five years. The review will be conducted this spring semester by a committee of your peers.

In accordance with the [Procedures for Tenured Faculty Review](#) on the "For Faculty" page of the College's website, please assemble the following items and give them to [name] by [departmental deadline].

- 1) An updated CV (see the College's [model CV](#));
- 2) A complete set of your publications over the past five years;
- 3) A list of all courses taught over the past five years, with the syllabi of those courses and the student evaluations of teaching from these courses (see the College's [model chart for summarizing the teaching record](#));
- 4) A comprehensive list of service to the Department, College, University, and profession undertaken over the past five years (on the CV); and
- 5) A one-thousand word narrative containing a self-assessment of your research, teaching, and service efforts over the past five years and a description of your plans for research, teaching and service for the next five years.

These materials will be reviewed in accordance with the [College's Standards for Tenured Faculty Review](#) and the Department's Standards (both are enclosed). The committee members will perform at least one classroom observation and assess your teaching materials, student evaluations and other evidence on the quality of your teaching. The committee will review the materials related to your scholarly work and service, and will write a five-hundred-word report, summarizing their evaluation. I will then meet with you to discuss the report and the rest of the review, as well as any recommendations that may follow. After you have signed off on the review, the relevant portion of the materials will be forwarded to the Dean's office.

If you have any questions about this review, please give me a call at _____.

Sincerely,

(Signed)

DEO

Enclosures:
CLAS Standards for Tenured Faculty Review
Departmental Standards for Tenured Faculty Review

CC: Members of Tenured Faculty Review Committee