Date: <<Insert Date>>

To: <<All Members of Committee & Contract Faculty Member>>

From: <<Academic Administrator’s Name & Title>>

Subject: Faculty Evaluation Committee

□ **Tenure Track**

**□ One Year Temp □ One Semester Temp □ Categorically Funded Temp**

Faculty Member: <<Name>> Discipline: <<List>>

The Improvement of Instruction and Tenure Review standing committee will meet at least twice a year until the faculty member receives tenure, is non-renewed, temporary assignment ends or in the case of categorically funded faculty, during the first year only. As the contract stipulates the first meeting must be held during the first six weeks of employment for new hires. A second follow-up meeting will be held during the fall term.

At the request of the faculty member undergoing review or member(s) of the tenure and evaluation committee, the committee may convene during spring as a follow up to the formal review completed during the fall semester.

The first organizational meeting is scheduled for <<Date>> in <<Location>>.

The committee members are:

|  |  |
| --- | --- |
| Administrator |  |
| Department Chair |  |
| Member\* |  |
| Member |  |
| Member |  |

The committee’s purpose is to:

* Decide the scope and process for the evaluation
* Determine the methods of assisting the Faculty Member
* Make recommendations regarding the contract faculty member’s continued service to the District.

The contract faculty member undergoing review shall be present at all meetings of the review committee. All committee members are expected to attend the scope and process meeting and the follow-up meeting.