Date: <<Insert Date>>

To: <<Contract Faculty Member>>

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

Subject: Faculty Evaluation Committee

□ **Tenure Track**

□ **One Year Temporary** □ **Categorically Funded Temporary**

Per the CTA Agreement, Article XI., D.1.b, the Improvement of Instruction and Tenure Review process for contract faculty requires the following:

“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.”

This meeting has been scheduled for <<Date, Time, Location>>.

Thank you in advance for your cooperation as we attempt to schedule a time during which all participants are available.