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Date: <<Insert Date>>

To: <<Contract Faculty Member>>

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

Subject: Faculty Evaluation Committee

□ **First Year Tenure Track**

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

You are scheduled to be evaluated during the Fall <<Year>> semester, a process that should be completed by <<Date>>. Your committee shall serve as a standing committee consisting of:

* Three (3) tenured faculty in your discipline (or a closely related discipline)
* The Department Chair or designee
* An academic administrator, who will chair the committee

Section I: The <<Academic Administrator’s Name & Title>> will serve as the chairperson of your committee.

Section II: A memo has been sent to your Department Chair requesting the faculty configuration of your committee, which shall include tenured faculty members in your discipline or a closely related discipline if tenured faculty are not available in the district. At least one faculty member who served on your initial hiring/interview committee shall be appointed.

Section III: As soon as the committee composition has been finalized, a meeting will be convened to begin the formal review process.

A complete description of the evaluation procedure can be found in Article XI, D, 1, a-i of the Agreement between the District and the bargaining unit.

Should you have any questions about this procedure, please do not hesitate to contact me at <<Dean’s Office Telephone number>>, or e-mail me at <<Dean’s Office Email address>>.