***College PTR Committee Assessment (See REG 05.20.04, Section 6.3)***

Date

MEMORANDUM

To: [NAME, FACULTY UNDER REVIEW]

From: [NAME]

Chair, [COLLEGE] Post-Tenure Review Committee

CC: [NAME], Chair, [DEPARTMENT] Post-Tenure Review Committee

 [NAME], Department Head, [DEPARTMENT]

[NAME], Dean, [COLLEGE]

[NAME], Provost

File

Subject: Post-Tenure Review - College PTR Committee Assessment

In accordance with REG 05.20.04 on Post-Tenure Review of Faculty, the college’s post-tenure review committee convened on [DATE] to evaluate the materials and assessments provided to us for your post-tenure review. We evaluated these materials using the standards found in your department rule, [RULE CITATION], and college rule, [RULE CITATION] on post-tenure review.

We find that your performance during this post-tenure review period [MEETS EXPECTATIONS / DOES NOT MEET EXPECTATIONS].

[INCLUDE 2-3 SENTENCE OVERALL ASSESSMENT OF HOW THE REALMS WERE MET / EXCEEDED / NOT MET ACCORDING TO DEPARTMENT STANDARDS.]

At this point, the Dean will review our assessment and make a determination.