DATE: Month, Day, Year

TO: Faculty Member’s Name, Rank

Department of X

FROM: Name of Department Chair

Chair, Department of X

P&T Committee, Department of X

Name of Dean

Dean, College

SUBJECT: Tenure Track Faculty Annual Review

<Insert review on the progress of the untenured faculty member and sign where indicated.>

*Department Chair Signs Here*

Department Chair’s Name (Printed) Date

*Department P&T Committee Chair Signs Here*

Department P&T Committee Chair Name (Printed) Date

*Dean Signs Here*

Dean’s Name (Printed) Date

Cc: John A. Pelesko, Provost and Senior Vice President for Academic Affairs

Joseph Sramaty, Director of Academic Human Resources