DATE: Month, Day, Year

TO: Lecturer’s Name, Rank

 Department of X

FROM: Name of Department Chair

 Chair, Department of X

 Name of Dean

 Dean, College

SUBJECT: Lecturer Annual Review

<Insert review on the progress of the lecturer and sign where indicated.>

*Department Chair Signs Here*

Department Chair’s 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