

SAMPLE LETTER NOTIFYING ASSISTANT SPF OF REVIEW

[Date]

[Name]

[Address]

Dear [Name]:

University procedures require that a full review of performance be held for members of the Special Professional Faculty at the assistant rank in their third year of service. I refer you to the following statement in the Reference Guide for the College of Arts and Letters Faculty and Chairs: 'Assistant SPFs...must have a position review every third year' (see Renewals and Promotions for Special Professional and Research Faculty; Reference Guide). You will be in your third year of service as an assistant SPF in [2013-14]. Accordingly a full review of your performance will be held. I shall be happy to meet with you in the near future to discuss preparations for the review.

With all best wishes,

[Name of Chair]

[Title]

SAMPLE LETTER NOTIFYING FULL SPF OF REVIEW

[Date]

[Name]

[Address]

Dear [Name]:

University procedures require that a full review of performance be held for members of the Special Professional Faculty at the rank of full in their fifth year of service. Additionally, university procedures require a full review for all special professional faculty in the last year of their current contract period. You will be in the fifth year of your service as SPF in [2013-14] and the final year of your contract period. Accordingly, a full review of your performance will be conducted. You are invited to submit any materials you wish the committee to consider. I shall be happy to meet with you in the near future to discuss preparations for the review.

With all best wishes,

[Name of Chair]

[Title]