<Name>

<Department>

Dear <name>,

The Collective Bargaining Agreement (CBA) with United Academics requires that pro tempore faculty are reviewed according to the process set forth by each unit. Because your current contract ends this year, you are due for a review.

In order to conduct this review, I ask that you submit the following materials to me by **April 15, 2016**:

* <department list of materials required for pro tem NTTF review>
* <Please also note if your unit policies require a teaching observation with this review.>

I will also consult teaching evaluation data <and peer reviews of teaching>; the department will assemble these for me.

I will notify you about your review prior to the date it is due to the Dean’s Office, which is **June 15, 2017**.

If you have questions about the review process, I would be happy to meet with you. I look forward to learning more about your work.

Sincerely,

<Department head>