<Name>

<Department>

Dear <Name>,

I have been informed by the Dean’s Office that you are due for your mid-term review during the 2017-18 academic year, as required by the Collective Bargaining Agreement (CBA) with United Academics. <Committee names> will be serving as your mid-term review committee.

So that the committee and I may conduct the review, I ask you to submit the materials stipulated in the CBA (see below) by **January 8, 2018**. <Insert any department-specific information about the materials here>

Your teaching will be observed either this term or in Winter term and the observation will be used as part of this review. The committee and I will complete our reports by mid-March, and you and I will meet to discuss the review by **March 18, 2018.**

Here is the relevant information on this review from Section 20 of the CBA:

**Mid-Term Reviews**

**Section 7**. **Timing**. Each bargaining unit faculty member in the tenured and tenure-track classification who has not received tenure will have a mid-term review approximately half way between appointment and eligibility for tenure. The timing of this review generally will be established at the time of appointment, in that this review will usually take place during the last year of the bargaining unit faculty member’s initial contract. A successful review is one prerequisite for contract renewal. Review decisions will be made and communicated at least one month before the end of the initial contract.

**Section 8. Initiating the Mid-Term Review**. To initiate the mid-term review process, the department or unit head or designee will contact the bargaining unit faculty member during the fall term of the year in which the review will take place and request the following:

•  Curriculum vitae: A comprehensive and current curriculum vitae that includes the faculty member’s current research, scholarly and creative activities and accomplishments, including publications, appointments, presentations, and similar activities and accomplishments.

•  Scholarship portfolio: A comprehensive portfolio of scholarship, research and creative activity; and appropriate evidence of national or international recognition or impact.

•  Personal statement: A 3-6 page personal statement developed by the bargaining unit faculty member evaluating [their] performance measured against the applicable criteria for tenure and promotion. The personal statement should expressly address the subjects of teaching; scholarship, research, and creative activity; and service contributions to the academic department, center or institute, school or college, university, profession, and the community. The statement should also include discussion of contributions to institutional equity and inclusion.

•  Teaching portfolio: Representative examples of course syllabi or equivalent descriptions of course content and instructional expectations for courses taught by the bargaining unit faculty member, examples of student work and exams, and similar material.

•  Service portfolio: Evidence of the bargaining unit faculty member’s service contributions to [their] academic department, center or institute, school or college, university, profession, and the community. Such evidence could include white papers authored or co-authored by the faculty member, commendations, awards, op ed pieces, and/or letters of appreciation. The portfolio may also include a short narrative elaborating on the faculty member’s unique service experiences or obligations.

**Section 9. Department or Unit Head’s Role**: The department or unit head will obtain and place in the evaluation file copies of summary reports from the student evaluation process. The file must also include a recent peer evaluation of the bargaining unit faculty member’s teaching. Once the department or unit head has obtained all of the appropriate documents and information, [they] will establish a committee of tenured faculty and provide the committee with access to the documents and information. The department or unit head will then:

1. (a)  Obtain a report from the faculty committee including an assessment of the bargaining unit faculty member’s progress toward tenure and promotion;
2. (b)  Prepare [their] own evaluation of the bargaining unit member’s progress toward tenure and promotion;
3. (c)  Provide both the faculty committee’s report and the department or unit head’s own report to the bargaining unit faculty member and allow the faculty member 10 days from the date of the receipt of the reports to provide responsive material or information, which shall be included in the evaluation file; and
4. (d)  Submit the evaluation file to the appropriate dean.

**Section 10. Dean’s Role**. The dean will review the file and may consult with appropriate persons and may obtain and document additional relevant information. Once the dean deems the file complete, [they] will prepare a separate report and recommendation. The dean will share [their] report and recommendation with the bargaining unit faculty member and allow the faculty member 10 days from the date of receipt of the report to provide responsive material or information, which shall be included in the evaluation file. The dean then will submit the complete evaluation file to the Provost or designee.

**Section 11. Provost’s Rol**e. The Provost or designee will consider the cumulative recommendations received from department faculty, the department or unit head, and the dean, and then will decide the terms and duration of any subsequent appointment of the bargaining unit faculty member.

If you have any questions about this process, I would be happy to talk with you. I look forward to learning more about your work.

Sincerely,

<Department head/program director>