<name>

<Department>

<date>

Dear <name>,

I am writing to let you know that you’ll be undergoing a personnel review this year and to give you information and a time line. The Collective Bargaining Agreement (CBA) with United Academics requires that career non-tenure track faculty are reviewed once per contract period, or once every three years, whichever is soonest. 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 **December 6, 2019**:

* <department list of materials required for Career NTTF review; all NTTF are permitted to submit a personal statement if they wish>
* <Please also note if your unit policies require a teaching observation with this review.>

I will also consult Continuous Improvement and Evaluation of Teaching data from your courses, and my assessment of teaching will consider student responses <,peer reviews,> and your own statements and reflections about your teaching.

I will meet with you to discuss your review prior to the date it is due to the Dean’s Office, which is **February 14, 2020**.

Here is some relevant information from the CBA, Article 19, Sections 1-4:

1. Career NTTF must be reviewed in each contract period prior to consideration for renewal or once every three academic or fiscal years of employment, whichever is sooner. In the event a bargaining unit member has multiple contracts in a year, only one review per fiscal or academic year will be required. The review will consider the Career NTTF bargaining unit faculty member’s performance since the last review.
2. For instructional Career NTTF, student course evaluations will be offered for all courses with five or more students. The evaluation of teaching will include a review of evaluations for each course taught. Career NTTF bargaining unit members are expected to undergo at least one peer review of teaching per contract period. The department or unit will identify the standards to be applied to these reviews and will establish a time frame for notification to the Career NTTF bargaining unit faculty member before a peer review is conducted.
3. To the extent applicable, the evaluation of scholarship, research, and creative activity will include an assessment of work quality, impact on the field nationally and internationally, and overall contribution to the discipline or program.
4. The review process will include an opportunity for the Career NTTF bargaining unit faculty member to discuss [their] efforts and performance with an appropriate supervisor at least once during each contract period.
5. As part of each contract review, a Career NTTF will have an opportunity to submit a personal statement containing information relevant to [their] performance of assigned duties and responsibilities.
6. In evaluating the performance of required professional development activities, the review will consider the availability of professional development funds, opportunities for professional development, and the Career NTTF bargaining unit faculty member’s efforts to secure funding.
7. Career NTTF bargaining unit faculty members will be evaluated only by the criteria approved and made available to the faculty member.

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>