<Name>

<Department>

Dear <Name>,

I am writing to let you know that you’ll be undergoing an annual review this year and to give you information and a time line. The Collective Bargaining Agreement (CBA) with United Academics requires that all untenured tenure-track faculty undergo an annual review, except in the year of the major review and the promotion and tenure review. The purpose of the annual review is to give the untenured faculty member advice about their strengths and weaknesses in the areas of research, teaching, service, and contributions to equity and inclusion – the areas in which a judgment about tenure will eventually be made.

The annual review process is outlined in Article 20 of the CBA:

**Section 6. Annual Reviews**. Each tenure-track bargaining unit faculty member who has not received tenure and is not in the process of a tenure review will have an annual review conducted by the department or unit head or designee. These annual reviews provide an opportunity to evaluate the tenure-track bargaining unit faculty member’s performance and offer an opportunity to address problems and to support faculty members in their progress toward the mid-term and tenure reviews.

In order to conduct this review, I ask that you submit the following materials to me by **March 1, 2018**:

* A current CV
* Brief report of professional activities this year, including your work in progress and your professional goals

After reviewing your materials and visiting your class, I will write a report, which we will discuss and to which you may submit a written response. We will meet prior to the date my report is due to the Dean’s Office on **April 27, 2018**.

If you have questions about this process, I would be happy to meet with you to discuss them. I look forward to seeing you teach and learning more about your work. If I can do anything to support you this year, please let me know.

Sincerely,

<Department head>