# NOTIFICATION OF FIVE-YEAR EVALUATION

Date:

Dear :

As your faculty representative on the Rank, Tenure, and Promotion Committee, it is my responsibility to inform you that you are scheduled for Five-Year Evaluation this year.

The process of evaluation will include responses from your chairperson as well as from three peers designated by you. To assist this process you should complete the Faculty Data Form (Form VI:C available at <http://seaver.pepperdine.edu/dean/documentsandpolicies/rtp.htm)>and compile a file of relevant materials and give it to me by . This file will be made available to your chairperson and designated peers to look at before they fill out their respective forms.

The file should contain, in addition to a photocopy of your Faculty Data Form, materials supporting the statements you have made on that Form. These materials will assist your peers and chairperson in responding to the sections on their respective forms. You may wish to consult those forms for guidance in preparing your file. The Committee is primarily interested in your activities since your last Rank, Tenure, and Promotion Committee evaluation.

The Committee expects to study all the materials returned to it and write an evaluation, copies of which will be sent to the administration, your chairperson, and you. Please also note the importance of the five-year review in determining your eligibility for a Faculty Performance Award. I would be happy to discuss with you any questions you may have relating to the evaluation process. Feel free to call me at extension .

Very truly yours,

Faculty Representative

Rank, Tenure, and Promotion Committee