# NOTIFICATION OF ELIGIBILITY FOR PRE-TENURE REVIEW

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 pre-tenure review this year.

The process of evaluation will include the following elements: (1) chairperson evaluation,

1. designated peer evaluation, (3) student evaluations. As your Rank, Tenure, and Promotion Committee Representative, I will soon contact you to assist you in selecting the five peers who will fill out a Designated Peer Evaluation Form.

To assist this process, you should complete the Faculty Data Form (Form VII:C available at [http://seaver.pepperdine.edu/dean/documentsandpolicies/rtp.htm)](http://seaver.pepperdine.edu/dean/documentsandpolicies/rtp.htm%29) and compile a file of relevant materials and give it to me by . This file will ultimately be made available to your chairperson and your designated peers to look at before they fill out their respective forms.

The file should contain the following: (1) a photocopy of your Faculty Data Form; (2) teaching materials, such as course syllabi, copies of examinations, paper assignments, reading lists, and handouts specially devised by you, and any other material which you believe will enable your peers to get a sense of your teaching methods; (3) reprints or copies of articles, books, and papers delivered at conferences, handbooks you have devised, and the like; (4) any materials relating to contributions you have made in the area of professional and community service.

The committee expects to study all the materials returned to it and to write an evaluation, detailing your strengths and weaknesses, copies of which will be sent to the dean, your chairperson, and you. This evaluation, while not guaranteeing a favorable tenure decision later, will be used in deciding whether you will be reappointed. I would be happy to discuss with you any questions you may have relating to the evaluation process. Feel free to call on me at extension .

Very truly yours,

Faculty Representative on Rank, Tenure, and Promotion Committee