# NOTIFICATION OF STATUS

Date: Dear :

As your representative on the Rank, Tenure, and Promotion Committee, it is my responsibility periodically to update, communicate, and verify your placement status. As of September, 20 , Rank, Tenure, and Promotion Committee records indicate the following status.

Present rank:

Next scheduled review for rank promotion: Fall, 20 (effective Fall 20 )

Next scheduled review for step increase: Spring, 20 (effective Fall 20 ) Scheduled pre-tenure review: Spring, 20

Scheduled tenure review: Fall, 20

Scheduled five-year review: Spring, 20

Please evaluate this information carefully. Call me at extension if you have questions, suggestions, or clarifications. Please return this form to me, signed by you and indicating either your agreement or corrections on the appropriate lines, no later than .

Very truly yours,

Faculty Representative on Rank, Tenure, and Promotion Committee

* The information stated above is correct.
* The information stated above is incorrect as follows:

Signature

cc: Division Representative Faculty Member