**APPENDIX III. NOTIFICATION OF STATUS**

Date: \_

Dear :

As your representative on the Fixed-Term Faculty Review Committee, it is my responsibility periodically to update, communicate, and verify your placement status. As of , Fixed-Term Faculty Review Committee records indicate the following status.

Present rank: \_

Next scheduled review for rank promotion: November 1, 20 (effective August 20 )

Next scheduled midterm review: November 15, 20 (effective Fall 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

.

Sincerely,

Faculty Representative on

Fixed-Term Faculty Review Committee

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

Signature

cc: Division Representative Faculty Member