**IV. A. NOTIFICATION OF ELIGIBILITY FOR PROMOTION SEAVER COLLEGE**

Date: \_

Dear :

As your faculty representative on the Fixed-Term Faculty Review Committee, it is my responsibility to inform you that you must apply for promotion this year.

The process of evaluation will include the following elements: (1) divisional dean evaluation, (2) designated peer evaluation, (3) responses from additional peers, (4) student evaluations. As your Fixed-Term Faculty Review 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 Fixed- Term Faculty Data Form (Form IV: C) and compile a file of relevant materials and give it to me by . This file will ultimately be made available to your divisional dean and your designated peers to look at before they fill out their respective forms.

The file should contain the following: (1) a copy of your Fixed-Term Faculty Data Form (available at <http://seaver.pepperdine.edu/about/administration/dean/faculty/ftf/default.htm/> (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) any materials relating to contributions you have made in the area of professional and community service; and (4) any personal reflections and evaluations on your work as a teacher, advisor, or in any other area..

The Committee expects to study all the materials returned to it and to make a recommendation to the administration by . 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 x .

Very truly yours,

Faculty Representative on the Fixed- Term Faculty Review Committee