**IV. A. NOTIFICATION OF ELIGIBILITY FOR TENURE OR PROMOTION**

Date:

Dear :

As your faculty representative on the Rank, Tenure, and Promotion Committee, it is my responsibility to inform you that you are eligible to apply for this year.

The process of evaluation will include the following elements: (1) divisional dean evaluation, designated peer evaluation, (3) responses from additional peers, (4) 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 IV:C, which is available at <https://seaver.pepperdine.edu/about/administration/dean/faculty/rtp/>) and compile these relevant materials and submit them online by . Your materials will ultimately be made available to your divisional dean and your designated peers to look at before they fill out their respective forms.

Your submitted materials should contain the following: (1) your Faculty Data Form (available at <https://seaver.pepperdine.edu/about/administration/dean/faculty/rtp/>[);](http://seaver.pepperdine.edu/dean/documentsandpolicies/rtp.htm%29%3B) (2) teaching materials, such as course syllabi, soft-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) soft-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; and (5) any personal reflections and evaluations on your work as a teacher, researcher, advisor, or in any other area..

The committee expects to study all 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 extension
 .

Very truly yours,

Faculty Representative on Rank, Tenure, and Promotion Committee