

Notification of Excellence Review Template

(This notice should be sent if there is a determination of need and the continuing excellence review will not begin immediately; follow with the Detailed Continuing Excellence Review template when review is ready to begin.)

Dear Dr/Mr./Ms:

RE: NOTIFICATION OF EXCELLENCE REVIEW FOR CONTINUING APPOINTMENT

I am pleased to inform you of your eligibility to be reviewed for a Continuing Appointment in the Department of XXX.

We have determined that an instructional need will exist in the area in which you have taught, and we plan to conduct an academic review to determine if you meet the excellence standard required for appointment to the continuing status. When we are ready to initiate your review, I will notify you and provide more details about the process.

I encourage you to read Article 7b, "Process for Achieving Continuing Status and Continuing Appointments," and Article 22, the "Merit Review Process," in the Non-Senate Instructional Unit Memorandum of Understanding (MOU). You may find the MOU at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/contract.html>

If you have questions regarding this notification, please call me at (858) _____.

Chair XXX

c: Dean XXX
Academic Personnel Services