

## Detailed Notification of Continuing Excellence Review Template

(This notice should be sent when review is ready to begin)

Dear Dr./Mr./Ms:

As you have been appointed to an 18<sup>th</sup> quarter in [department/program/unit] we plan to conduct an academic review to determine if you meet the excellence standard required for appointment to the continuing status. This is to inform you that a Continuing Excellence Review will be conducted during XXX Quarter 20XX. The review will be conducted in accordance with the Non-Senate Instructional Unit Memorandum of Understanding.

Enclosed, please find a copy of Article 7b. of the Memorandum of Understanding outlining the evaluation criteria to be used and standards for evaluating excellence in teaching. In addition, the [department/program/unit]'s criteria will also include \_\_\_\_\_.

In addition to updating your Biography/Bibliography form, and providing examples of syllabi for courses you have taught as well as other evidence of teaching excellence for this department/program/unit, you may provide supporting documentation for your file such as:

A self-statement or self-evaluation of your teaching objectives and performance.

Letters of assessment from individuals with expertise in your field and/or other relevant materials to the evaluation file.

A written list of suggested peers from whom input may be solicited and/or identify qualified persons from whom input may be solicited. You may include a statement if you have concerns about possible bias on the part of individuals involved in your review.

Your materials should be submitted to XXX no later than Month/Day, 20XX. At that time, he/she will have you verify and sign copies of your Courseload and Student Direction form(s) and also review the teaching evaluations that will be added to your file.

After your materials have been received, the department may solicit confidential letters of assessment from individuals whose names you have provided and/or from appropriate individuals identified by the department/program/unit.

Once the file has been assembled, an Excellence Review Committee will review your file according to the evaluation criteria and standards for excellence (enclosed) and make a recommendation regarding your teaching performance. We intend for the following individuals to serve on the committee: XXX, XXX, and

XXX, a non-Senate faculty member. One or more members of the committee may visit your classroom during XXX Quarter 20XX to assess your teaching.

After the Excellence Review Committee has made its recommendation, I will invite you to inspect all non-confidential materials in your file. You may, at that time, also request redacted copies of the confidential materials in your file. You will have seven days from the date you receive the redacted materials to submit a written statement in response to or commenting upon material in the file. At that point, you will be asked to sign Certification A.

The department faculty will then review the file and vote on whether to recommend a continuing appointment. Once the departmental review and vote are complete, I will prepare the final departmental recommendation. I will advise you of the recommendation and, upon your request, will provide you with a copy of it. If you choose, you may submit a written statement in response to the departmental recommendation which will be due within seven days. At that point, you will be asked to sign Certification B.

Your completed file will be forwarded to campus reviewers who will make a recommendation to Dean XXX. Dean XXX will issue the final decision in this case.\*

Sincerely,

XXXXX  
Chair

\*If reviewers require additional information or clarification, notification will be sent to the department. At that point, you will again be afforded the opportunity to provide and/or inspect any additional materials that may be added to your file. At that time, you will be asked to sign Certification C.