**Department/Unit Head Informational Letter for Limited Duration Instructional Pro Tem Faculty**

<Date>

<Name>

<Department>

Dear <Name>,

Pro tem faculty/instructional faculty in limited duration classifications must undergo a performance evaluation on a regular basis. Therefore, I am writing to give you information on the review process and timeline.

Here is the relevant information from **Appendix 2** of the CBA:

***Instructional Limited Duration Faculty Performance Reviews:*** Units that employ instructional faculty in Limited Duration classifications should establish a performance review framework for limited duration faculty that aligns with the scope, duration, and duties of their appointments. Pro tem faculty must undergo performance evaluation on an annual basis, except in cases where unit-level policies specify otherwise.

To assist with this review, please submit an updated CV or resume by [date]. Please also include a copy of your syllabus/syllabi.

I will consult Student Experience Survey data from your courses, and my assessment of teaching will consider student responses, teaching peer reviews, and your own reflections about your teaching.

I will contact you to discuss your review prior to [date].

Please let me know if you have any additional questions about this review.

Sincerely,

<Name>

<Title>