**Unit/Department Head Pro Tem Instructional Faculty**

**Notification of Review Letter Template**

<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.

***CBA Appendix 2:***

***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. Performance reviews for limited duration faculty should, except in cases where units specify otherwise, typically be informal and conducted annually.*

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, peer teaching 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>