

Letter from Department Chair to Department SAC for mid-probationary Review

September 1, 2005

Ms. A. Student, Student Advisory Committee
Department of Pediatrics
University of Utah School of Medicine

Dear Ms. Student:

This academic year marks the [insert year] year of service to the University for Dr. K.A. Enti. By University and department regulations this is the obligatory year to have a formal retention review of Dr. Enti's accomplishments in our department. This process is described in the University Policy and Procedures Manual, Section 9-5.1. I have enclosed a copy for your information, as well as a copy of the department procedures and criteria.

The Student Advisory Committee is asked to evaluate Dr. Enti. Enclosed is the standard from which must be filled out. It asks that certain information be collected and included in the RPT review file of Dr. Enti. This information is:

1. A summary recommendation as to whether, in the student's opinion, Dr. Enti ought to be retained as a member of the faculty.
2. A description of the sources and methods used to collect your student information.
3. A narrative evaluation of Dr. Enti's teaching performance.
4. The reasons for the specific recommendation to retain or not to retain Dr. Enti in the faculty.
5. Names of the SAC officers
6. A tall of the actual vote: ___ For ___ Against ___ Abstaining

This information is required for the RPT file. It is extremely important information that will be used at all levels of review, including that of the President. I urge you to conduct this review as expeditiously as possible. The ASUU suggests that you complete your work by September 15. The report must be submitted by _____, so that Dr. Enti may see the report, and if desired, submit a written comment before the file closes on [insert closing date].

Thank you for your cooperation. Please do not hesitate to contact me or the RPT DAC Chair if you have any questions about the process. (give contact information)

cc: College Representative to Student Senate.