

Posted Memo to Staff and Faculty informing them of new RPT season; Invitation to provide written comments/recommendations

To: All Department Staff and Faculty Members
From: Department Chair
RE: RPT Review Process for 2006-07
Date:

This memorandum announces the formal review of our colleague(s):
Dr. K.A. Enti, third year retention
Dr. S.P. White, tenure and promotion to associate professor

I remind all staff that the Policy and Procedures Manual notes that written comments/recommendations from staff relevant to these reviews are invited as well as faculty. Please send them to me at your earliest convenience and not later than two weeks prior to the closing date of the file [insert closing date]. No anonymous letters will be included. The faculty member being reviewed has the right to see these letters and respond to them in writing, as they will be included in her/his cumulative file.