

## Template for Letter or Memorandum for Two- and Four-Year Reviews

**This template is intended to illustrate the points that should be included in your letter and provide examples of format and language you may follow.**

Date

I am happy to provide this letter as formal documentation of your X-Year Progress towards Tenure Review. I have requested and received letters of evaluation from all tenured faculty members in the department (*for four-year reviews only*).

You and I discussed this review on X date. Please feel free to further discuss your performance with me at any time.

Your initial appointment date was month/day/year and your average distribution of effort during this time has been X percent research/X percent extension, and X percent instruction. Your appointment is in the X title series with an area of emphasis in X. You have a (9, 10, 11, or 12) month appointment.

You are establishing a research program in X. Progress on the establishment of a laboratory and training a technician is X. You are to be commended for X. Your investigation should lead to opportunities in X. You have established a network of collaborators at UK and at X. Areas for improvement are X and X. You are encouraged to use resources X and X.

Regarding extramural funding, you have submitted X number of grant proposals and received X dollars in X number of funded grants. Funding agencies include X and X. I would rank progress in this area as X. Areas for improvement are X and X. You are encouraged to seek advice from X.

You have submitted X number of scholarly articles, have X number in press and have published X number. I would rate progress in this area as X.

You have been active in developing your instructional program, with primary teaching responsibility in courses X and X. Teaching evaluation scores fell below/above the college mean. You have worked with the Center for the Enhancement of Learning & Teaching regarding improvement of your teaching activities and we will review your scores at the end of upcoming semesters. You have developed X number of new courses and the effort required for this is noted and appreciated. These courses are important additions to the curriculum. Areas for improvement are X and X. You are encouraged to seek assistance from X.

In the area of professional service and recognition, you have received X awards, including X, X, and X. You have served on X number of departmental committees, X

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number of college committees, and X number of university committees. You have also served on external committees and working groups X, X, and X. You are serving on the editorial board of X.

Finally, your collaborative contributions and emerging leadership have been commented upon by several faculty members in the department. You have been commended for your X and X. As a chair, I appreciate your cooperative spirit and dedication, as well as your efforts to X and X.

In summary, you are showing good progress in the areas of scholarly productivity, teaching, grantsmanship, and service and recognition. It is important that you continue to show progress in these areas over the next two years. I suggest that you can improve the format/contents of your dossier by including/changing the following: X, X, and X.

I appreciate your X, X, and X in this department.

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Signed Chair, Date

This document has been discussed with me.

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Signed Faculty Member, Date