Dear [Name]:

Re: Interim Review

I am writing to you concerning your Interim Review which begins at the end of your third year of appointment with a decision on whether to offer a subsequent contract provided to you by November 30 of your fourth year. I therefore request that you begin to gather the following documentation for the Review Committee:

* An updated CV
* An account of your scholarly work completed or undertaken since you joined the University
* [Any other materials that may be required by the review committee]

[OPTIONAL] The Review Committee comprises [list members]. The committee will consider all documentation and will specifically address two questions in accordance with the Policy and Procedures on Academic Appointments (section II. 8.):

1. Has the appointee's performance been sufficiently satisfactory for a second probationary appointment to be recommended?
2. If reappointment is recommended, what counseling should be given to the appointee to assist him or her to improve areas of weakness and maintain areas of strength?

You will be informed of the decision of the committee by November 30. Upon completion of a successful review, you will be offered an additional two year contract and will be considered for tenure in the terminal year. You are entitled to request an adjustment to your workload assignment for one academic term to focus on preparing for your tenure consideration and to address any advice from the Interim Review. Normally this term will not include assigned teaching or service; but the term may include assigned teaching, with your agreement, in order to address advice from the Interim Review.

I would appreciate having these materials from you by [date]. If you have any questions, please do not hesitate to contact me or arrange a time to meet.

Sincerely,

[Chair or Dean]