Dear [Name]:

Re: Probationary Review

I am writing to you concerning your Probationary 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 December 31 of your fourth year. I therefore request that you begin to gather the following documentation for the Review Committee:

* An updated CV
* A teaching dossier
* An account of pedagogical/professional activity which has been completed or undertaken since the time of your appointment
* [Any other materials that may be required by the committee or relevant divisional guidelines]

[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 VII. 30. vii.)

1. Has the appointee’s performance been sufficiently satisfactory for a second probationary appointment to be recommended?
2. If reappointment is recommended, what counselling 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 December 31. Upon completion of a successful review, you will be offered an additional two year contract and must be considered for continuing status in the terminal year. You will also be offered an academic term to focus on preparing for continuing status review and to address any advice from the interim review. Normally, this term will not include assigned teaching above ½ of the normal teaching assignments or service but, with your agreement, the term may include more than ½ of the normal teaching assignments or some assigned service, in order to address feedback from the probationary review.

I would appreciate having these materials from you by [date—after June 30]. If you have any questions, please do not hesitate to contact me or arrange a time to meet.

Sincerely,

[Chair or Dean]