

TO: All Liberal Arts Department Heads
FROM: Thomas P. Adler, Interim Dean, College of Liberal Arts, LAEB
DATE: November 2, 1995
RE: Faculty Review Procedure

Department Heads shall prepare annually a written summary that reflects the Primary Committee's evaluation of each untenured professor. The Department Head must discuss the document with the faculty member, with a copy placed in the faculty member's personnel file.

TPA/saa