

MEMORANDUM

TO: [Name of non-tenure-track faculty member]
FROM: [Name of Chairperson or director]
DATE: [Enter date; must be no later than deadline specified in 1405.121]
SUBJECT: Criteria, Procedures, and Instruments to Be Used in Assessing Your Work

The documents listed below and enclosed herewith or made available to you as indicated below are currently in use in this academic unit. Until you are notified of change(s) in these documents, they will be used in assessing your work. The documents are as follows:

1. Board of Trustees Policy 405.1 <http://www.uasys.edu/policies/405.1.PDF>
2. *Evaluative Criteria, Procedures, and General Standards for Initial Appointment, Successive Appointments, Annual and Post-Tenure Review, Promotion, and Tenure*
<https://provost.uark.edu/policies/140511.php>
3. *Faculty Review Checklist* <https://provost.uark.edu/policies/faculty-review-checklist-20130419.pdf>
4. College and/or department personnel documents are accessible at the following web site: [or “are attached.”]
5. [Name(s) of any other criteria, procedures, instruments, or forms that will be used in assessing the addressee’s work and which are enclosed herewith]

Please let me know if you need additional information in connection with any of these matters or if you are unable to access the materials available on line.

[initials]
Enclosures

7/15/14