

## MEMORANDUM

TO: [Name of faculty member]

FROM: [Name of chairperson or director]

DATE: [Enter date; must be no later than deadline specified in 1405.101]

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* (Note that this policy has been revised effective October 8, 2012)  
<http://provost.uark.edu/140511.pdf>
3. *University Professorship and Distinguished Professorship* on line at  
<http://provost.uark.edu/140513.pdf>.
4. A description of the Committee on Appointment, Promotion, and Tenure at the Governance web site under Faculty Senate committees <http://www.uark.edu/depts/facsen/>
5. [Name of the college personnel document which is enclosed herewith or made available on-line and date of implementation]
6. [Name of the department personnel document (if any) which is enclosed herewith or made available on-line and date of implementation]
7. *Faculty Review Checklist* <https://provost.uark.edu/documents/faculty-review-checklist-6-28-18-revised.pdf>
8. [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 or made available online]

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

12/18/14