Dear (name):

 I am writing to inform you that your evaluation for (reappointment/promotion) will commence in thirty (30) days. Prior to the expiration of that period, please forward to me, for use in your evaluation, one copy of the following materials: a current curriculum vitae, and any publications, manuscripts, documents, other relevant information, teaching portfolio, or personal statement you wish to be included for consideration in your evaluation. In addition, prior to the expiration of that period, please discuss with me the deadline for your submission to me of a completed Recommendation Information Form. If you wish to include a lengthy unpublished manuscript and need copying services, you should contact my office or the office of the dean. You will be charged the prevailing rate for copying services.

 In addition, you may, if you wish, discuss with me the names of potential outside evaluators, and you may also prepare a list of individuals from whom you prefer letters of evaluation not be solicited. You must provide a written explanation for the proposed exclusion of any individuals.

 If you have had time excluded from the probationary period, you may, upon written request, choose to have University evaluators, evaluative bodies, and outside evaluators informed that your record is to be reviewed in the same manner as the record of a faculty member with the normal probationary period.

 If you have any questions about the reappointment/promotion process, please contact me promptly. The current Academic Reappointment/Promotion Instructions, forms and appendices can be accessed at <http://academiclaborrelations.rutgers.edu/tenured-and-tenure-track-faculty>.

 Sincerely,

 (Chairperson)

cc: (Dean’s Office)