# ANNUAL REVIEW LETTER TEMPLATE

V2 of bare-bones guidance from Steve Sawyer, 19 Feb., 2016

Letter is addressed to the candidate. Dean should be cc’d (so same letter for both).

Candidate should have a copy of the letter well before the meeting with the dean.

Letter should include:

**Summary of the meeting arrangements**

When, who attended and in what roles.

Any appreciative or collegial commentary, additional circumstances.

Commentary on the materials provided (which may also show up in other areas).

**Recap of previous year’s letter as basis for this year’s review**

Recap of guidance

Details on resolutions, progress and open ends

Summary of discussion of questions raised by the colleague

**Summary of research/professional practice**

Evidence (provide facts on outcomes, projects, and events)

Guidance for next year or more

**Summary of teaching**

Evidence (provide facts on courses and effort)

Guidance next year or more

**Summary of service**

Note current activity and be specific when possible

Provide guidance for next year

Possibly a section providing commentary on guidance on other issues that might arise (e.g., managing work/life or…). For example, this might include any issues of advocacy or suggestions to the dean to help advance research, teaching, service or professional practice.

Not sure if we have a culture that supports providing summative evaluation, but would be good to get into habit of articulating satisfactory v. needs improvement.

So, at least five distinct paragraphs/categories to be covered in a letter, likely six. Such a structure means at least two pages of text. Some of these categories may require several paragraphs (e.g., discussions of research/professional practice and teaching), leading to a longer letter. Some letters may not include commentary or guidance on other issues, and may not include summative statement.