



Tenure Review Evaluation
Request for Change in Evaluation Timeline

Date: _____

To: Vice President _____

From: Tenure Review Coordinator Valerie Goodwin-Colbert _____

This memo is to notify you that a tenure review committee is requesting a change in the timeline for the evaluation of a probationary faculty member. The request is in accordance with the Tenure Review & Faculty Evaluation Manual, Item 17.

Name of Candidate: _____

School: _____

Please review the attached documents from the tenure review committee members and the candidate and provide your response in writing to approve or disapprove the request along with the reason(s) that support your decision within five working days. The Tenure Review Coordinator shall deliver a copy of this written response to the respective probationary faculty member.

Signature of Tenure Review Coordinator

Date

Response from Vice President

Signature of Vice President

Date