**NOTIFYING FACULTY AND/OR ACADEMIC STAFF OF THEIR   
SALARY REVIEW RATING**

Dear [Mr./Ms./Dr.] [LAST NAME],

Below are the [departmental/school/college/unit] salary review ratings assigned after review by your [departmental/school/college/unit] salary committee.

|  |  |  |
| --- | --- | --- |
| **Scholarship/Research/ Job Performance\*** | **Teaching/ Professional Development\*** | **Service** |
| [Enter score here] | [Enter score here] | [Enter score here] |

\**Administrators should edit the table to reflect the appropriate evaluation category for their faculty and academic staff. This sentence should be deleted before notifying faculty and academic staff.*

Faculty/Academic Staff receiving a rating of less than satisfactory in any category may request a meeting with their chair/director or similarly situated unit administrator within ten (10) days to ascertain the reasons for the rating(s) and review recommendations, and resources available, including funds, for improvement.

[INCLUDE PARAGRAPH IF NECESSARY] \*Please note, the ratings above are NOT final (two additional levels of review will be completed).

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[DEPARTMENT CHAIR/ADMINISTRATOR SIGNATURE]