**CAS Faculty Evaluation Letter Cover Sheet**

**Faculty member being evaluated:**

**Department:**

**Time period being evaluated:** September 1, 20XX to August 31, 20YY

**Evaluation Committee members:**

**Associate Dean who reviewed letter:**

**Weightings (Teaching, Scholarship/Professional Activity, Service):** X%, Y%, Z%

**CAS evaluation procedure and evaluation rubrics:** <https://www.scu.edu/media/college-of-arts-and-sciences/internal/Chapter-3-June-2021-update.doc>.

**Departmental scholarship standards:** (link or “attached to letter”)

**COVID rider:** (link or “attached to letter”)

**Important information:**

***Meeting or exceeding expectations in the departmental evaluation is independent of any considerations regarding promotion or tenure.***

***A faculty member may provide a written response to the evaluation and such response shall become part of the faculty member’s personnel file.***

***An appeal of an evaluation must be submitted to the CAS Dean within 30 days from the receipt of the evaluation letter.***

**{***Include this for Assistant Professors unless they are undergoing MPR later in the academic year or have petitioned for tenure:*}

**The department recommends reappointment for a Nth probationary year.**

*{Include this for Assistant Professors if they are undergoing MPR later in the academic year:}*

**The department's recommendation for reappointment is contingent on the result of a Mid- Probationary Review (MPR). The information a faculty member needs to supply in preparation for that review and the timeline of the MPR process can be found on the Provost website at** [**https://www.scu.edu/media/offices/provost/faculty-affairs/evaluation-promotion/University-Procedures-for-Mid-Probationary-Review.pdf**](https://www.scu.edu/media/offices/provost/faculty-affairs/evaluation-promotion/University-Procedures-for-Mid-Probationary-Review.pdf)**.**