

**Letters should be printed on your Department Letterhead**

***Chair Name***

***Chair Title***

***Phone Number***

***Email Address***

 ***Date***

To: ***Dean Name***

 ***College Name***

 Purdue University Northwest

Subject: Annual Performance Review for ***Faculty Name***

***Professor Name*** submitted his/her Faculty Annual Review details through Interfolio. Based on ***his/her*** submission and with the help of the recommended rubric developed at ***College Name***, evaluation for learning, discovery and engagement were done. Following is the evaluation and recommendation after consult with ***Faculty Name***.

**Learning:**

Your evaluation of the faculty member’s learning.

Faculty’s percent of effort for Learning is: ***XX***

Faculty's overall Learning score is: ***XX***

**Discovery:**

Your evaluation of the faculty member's discovery.

Faculty’s percent of effort for Discovery is: **XX**

Faculty’s overall Discovery score is: ***XX***

**Engagement:**

Your evaluation of the faculty member’s engagement.

Faculty’s percent of effort for Engagement is: ***XX***

Faculty’s overall Engagement score is: ***XX***

**Overall Assessment Score is**: ***XX***

**Goals set for the upcoming year:**

***List of goals for the faculty member***

**Department Chair Recommendations:**

***List of recommendations for the faculty member***

**Percentage weight for upcoming faculty evaluation**

Learning: ***XX%***

Discovery: ***XX%***

Engagement: ***XX%***

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Department Chair Signature Date

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Faculty Signature Date

Signature acknowledges discussion and receipt of performance evaluation and does not necessarily imply agreement.