DATE: Month, Day, Year

TO: Name of Department Chairperson

 Chair, Department of X

FROM: Department/Academic Unit P&T Committee, Department of X

SUBJECT: Third Year Review of <Name of Faculty Member>

*<Insert review on the progress of the untenured faculty member. Please address the following:*

1. *Describe specifically the candidate’s past contributions to the department or school and the university. Is the candidate making acceptable progress toward promotion and/or tenure as described in the Faculty Handbook?*
2. *In what specific ways may the candidate be expected to contribute to the long-range goals of the department or school and the University?>*