Please print this document on departmental letterhead and delete this line before printing.

**TO:** Renee McDonald

Associate Dean for Research and Academic Affairs

**FROM:** [Chair]

 [Department]

**DATE: February 3, 2015**

**RE:** Dedman College

Faculty Evaluation Memo

The teaching, research, and other responsibilities of each full-time tenured or tenure-track faculty member in this department have been reviewed by me, and the results of that review have been communicated to each faculty member.

Department Chair Signature