<Date>

<Faculty Member’s Name>

<Academic Rank>

<College, Department>

Dear <Faculty Member’s Name>,

The Board of Regents Policy (8.3.5 Evaluation of Personnel) states that each institution shall conduct in-depth pre-tenure reviews of all faculty who have completed their third year of progress towards tenure. Our records indicate that you are now in your fourth year of service on the tenure track and that you are scheduled for your pre-tenure review during this cycle.

The HR-Faculty Support Services website includes the Augusta University Promotion & Tenure Guidelines approved by the University Faculty Senate. The Pre-Tenure Review can be found on page 26 of this document (<http://www.augusta.edu/hr/faculty-support-ser/procedures/documents/promotionandtenure/university_promotion-and-tenure_guidelines_jan2016.pdf>).

As with promotion and tenure, each college is responsible for creating their own criteria that is consistent with the criteria of the institution. Therefore, please contact your dean’s office for details on the process. Please note that the pre-tenure review process should be completed prior to January of your fourth year, so the <college> will provide you with the appropriate due dates so that the review is completed prior to January 1, 2019.

If you have any questions, please do not hesitate to contact me at (706) XXX-XXXX.

Sincerely,

<College Dean/Authorized Representative>

<Title>

c: Vice President for Academic & Faculty Affairs

 Dean, <College>

 HR-Faculty Support Services