

Kempner, Brandon K

From: Gonzales, Roxanne
Sent: Sunday, January 21, 2018 5:02 PM
To: Lail, Warren K; Padilla-Vigil, Virginia S; Duran, Cristina; Taylor, William S
Cc: Kempner, Brandon K; Ortega-Mathis, Prescilla S; Spicer, Denice K
Subject: DEADLINE: Contingent Faculty Evaluations

Importance: High

Greetings Deans,

Please recall at our meeting this last week that I announced a deadline for the completion of all contingent faculty evaluations for AY 17/18. **That deadline is a set for February 15, 2018.** Please ensure that your chairs are aware of this deadline and faculty are aware of this deadline. As per the *Contingent Faculty Handbook* please see pages 21 -25. My office needs a signed copy of the form on page 25. Please ensure that there are comments to support the rating. Also, I do read the comments and if I have questions I'll bring them up in our one-on-one meeting.

Best regards,

Roxanne

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