

Confirmation of Receipt

To: Professor/Dr _____

From: Professor _____, Chair, Department of _____

Date: _____

Re: Your [Annual/Mid-contract/Reappointment] Review

The department has completed your [Annual/Mid-contract/Reappointment] review. Following university guidance, I am providing you with a written statement summarizing the department's evaluation of your performance.

This statement should not be taken to pre-judge the outcome of any future reappointment or promotion review. In the case of a promotion review, there will also be information included in the dossier from sources external to Brown.

You have the right to submit a written response to this statement. This response will be kept on file with the statement itself and will be submitted with the dossier at the time of a later reappointment or promotion review.

I ask that you sign below to confirm that you have received and read a copy of the written statement, that you and I have met to discuss the result of the review, and that you are familiar with the standards and criteria for reappointment and promotion in this academic unit.

Chair/Director Signature

Faculty Member's Signature

____ I waive my right to respond

____ My response is attached

7/2025