**Confirmation of Receipt**

**To:** Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**From:** Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chair, Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Re:** Your Annual [or Mid-contract] Review

 A review of your performance during the past year [for mid-contract reviews: A review of your performance since your reappointment] has just been completed. The review, a written copy of which is attached, covers your contributions in scholarship, teaching, and service.

 This review should not be taken to pre-judge the outcome of any reappointment or promotion review, which will rely on a more thorough assessment of your scholarly work and teaching record. In the case of promotion reviews, there will also be information from sources external to Brown.

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

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair/Director Signature Faculty Member's Signature

 \_\_\_\_\_\_I waive my right to respond

 \_\_\_\_\_\_My response is attached

Revised 7/2/21