# Sample Memo #1--Periodic Evaluation

*Note: WPAFs for Periodic Evaluation are submitted to the Dean of the College*

**MEMORANDUM**

**DATE:** <*DATE*>

**TO:** <*Name*>, Dean, <*College of /University Library*>

**FROM:** <*Your Name, Rank*>

**SUBJECT:** Periodic Evaluation

I am submitting my Working Personnel Action File (WPAF). I hereby request that I be considered for my <*first/third/fifth*> year Periodic Evaluation. I am currently in my <*which*?> year as <*Rank*> Professor of <*Department/Program/College*> at CSUSM. <*I have been granted <<how many?>> years of service credit toward tenure*.>

**cc:** <*Name*> *<Chair/Director>*, <*Department/Program>*

Michelle Hunt, Associate Vice President Faculty Affairs

# Sample Memo #2--Retention Review

17

*Note: WPAFs for Performance Review (and Promotion) are submitted to the Provost’s Office*

**MEMORANDUM**

**DATE:** <*Date*>

**TO:** Carl Kemnitz, Provost

**FROM:** <*Your Name, Rank*>

**SUBJECT:** *<Performance/Tenure/Promotion>* Review

I am submitting my Working Personnel Action File (WPAF). I hereby request that I be considered for my <*second/fourth year Retention OR Tenure and Promotion OR Promotion*> Review. I am currently in my <*which*?> year as <*Rank*> Professor of <*Department/Program/College*> at CSUSM. <*I have been granted <<how many?>> years of service credit toward tenure*.>

**cc:** <*Name*> *<Chair/Director>*, <*Department/Program>*

Michelle Hunt, Associate Vice President Faculty Affairs