

**Guidelines for Authors of Letters in
Evaluation of Faculty up for Periodic Review**

Senior Lecturer in SSRA

In considering the materials of faculty undergoing a periodic review, all departmental colleagues are invited to submit letters regarding their performance.

Colleague letters of evaluation give as complete a portrait as possible of the candidate's work. Authors of letters of evaluation may limit their comments to matters they feel competent to address.

To ensure consideration of the letter, the author must submit it by **Monday, January 15, 2024**. This can be by hard copy or e-mail attachment, addressed to Alzada Tipton, c/o Laurie Doohan (doohanlk@whitman.edu).

The names of three colleagues at Whitman from whom the individual has requested letters of reference. These letters need to address the quality of the individual's coaching, recruiting, teaching, and service, though they may address other issues as well. The individual writing the letter should have observed at least two classes and/or practices taught/conducted by the individual under evaluation.

[This document may be revised]