

MEMORANDUM

WHITMAN COLLEGE
*Office of the Provost and Dean of the
Faculty*

To: «first» «last»

From: Alzada Tipton, Provost and Dean of the Faculty

Date: September 27, 2023

Subject: Periodic Review

According to faculty guidelines, you are due for a periodic review during the 2023-2024 academic year.

Attached are guidelines for Periodic Review and a Release of Information form. These guidelines and additional information can be accessed on the Whitman College website [here](#) (Whitman College>Provost>Guidelines and Procedures>Periodic Review).

Please email or submit a hard copy of all Periodic Review Materials to Laurie Doohan by **Monday, January 15, 2024**.
Memorial Suite 308/ doohanlk@whitman.edu

It is to your advantage to notify your colleagues of this deadline as soon as possible so they can make arrangements to visit your classes.