

# MEMORANDUM

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

**To:** XX Department

**From:** Alzada Tipton, Provost and Dean of the Faculty

**Date:** September 27, 2023

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**Subject: Invitation to submit letter for your colleagues**

The following member(s) of your department is undergoing a periodic review this year. As noted in the Faculty Handbook, you are invited to submit a letter for these colleagues.

In order to be included in the review process, your letter should be submitted to Laurie Doohan, in the Office of the Provost and Dean of the Faculty by Monday, January 15, 2024.

The most recent letter writing guidelines from the Faculty Personnel Committee are attached and can be found [here](#) (Whitman College>Provost>Guidelines and Procedures>Periodic Review).

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