

# 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:**     December 08, 2023

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**Subject: Update regarding Periodic Review**

The following items have been received and filed for your 2023-2024 Periodic Review.

If you notice any discrepancies, please get in touch with Laurie Doohan at doohanlk@whitman.edu

- Current Activity Report
- Three letters from colleagues
  - o First Last
  - o First Last
  - o First Last
- Release of Information form for all courses taught since the last review.
- Updated vita
- Self-assessment
  - o Regarding the past five years of teaching and service to the College.
  - o Regarding plans for the next five years of teaching and service to the College.

Guidelines and the Release of Information form can be found [here](#).

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.**