

Dear Dr. \_\_\_\_\_

The purpose of this letter is to offer you the opportunity to have your academic activities reviewed by me or my delegate.

Periodic academic appointment review is essential for maintaining high quality medical education and the continued professional development of medical faculty in the College of Medicine. The college is committed to a high standard of academic performance and recognizes that student teaching evaluations can contribute to continuous quality improvement.

I have attached a copy of the review form we will use during the course of our discussion. This conversation should take no longer than one hour and can be undertaken in person or by telephone.

I remain very thankful for your contributions to the ongoing success of our department and the College of Medicine. I would be very pleased to assist you as much as possible in developing your full academic potential and welcome the opportunity to discuss your academic role at your earliest opportunity.

Please contact my administrative assistant, \_\_\_\_\_, at \_\_\_\_\_ to make an appointment to meet with me in person or to schedule a telephone conversation.

Yours sincerely,