

SAMPLE MID-COURSE REVIEW LETTER



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(DATE)

TO: (EXTENSION FACULTY MEMBER)

FROM: ACADEMIC HOME ADMINISTRATOR

SUBJECT: Mid-Course Performance Review

This year, I will be conducting a "Mid-Course" performance review. This review is designed to provide the information needed to evaluate your progress toward the granting of tenure and promotion in rank, and for directing your program and professional development.

This review will evaluate your effectiveness as a teacher/educator, evidence of scholarly accomplishment, program impact, communication skills, and service to the university, the community, and your profession.

Please provide me with the following information by (DATE):

1. A "draft vita" using the information from the beginning of your employment with OSU. (see enclosed P&T guidelines)
2. A list of customers and Extension agents and specialists with whom you have worked (approximately 10). These should represent all of the program areas for which you have responsibility.

I will contact as many people as possible including some of those from your list, and others who have knowledge of your work and can respond to the above review criteria. I will also be sending your draft vita to your immediate supervisor, the appropriate program leader(s) and Extension administrator for comments and information regarding your performance and subsequent progress toward tenure and promotion.

This review is a very important part of the tenure process. It will help both of us evaluate your progress, and provide information useful in directing you, and your program's future. If you have any questions, please contact me or your Extension administrator.

Enclosure: Promotion and Tenure Guidelines

c: Extension Administrator  
Immediate Supervisor  
Program Leader(s)



Agriculture, Home Economics, 4-H Youth, Forestry, Community Development, Energy and Extension Sea Grant Programs. Oregon State University, United States Department of Agriculture, and Oregon counties cooperating. The Extension Service offers its programs and materials equally to all people.