

**Notification of Summative Performance Review**

**To:** Faculty Member under Review

**From:**  Chair of PRC \_\_\_\_\_\_\_\_\_\_\_\_\_\_Department

**Date:**

**Subject:** **Summative Performance Review**

It’s time to initiate your summative performance review pursuant to Article 7.1.3 of the Collective Agreement.

I will schedule a meeting to discuss the process, go over the forms and questionnaires that are to be used during the review and answer any questions you may have concerning the details of the review process. Please bring your timetable to the meeting so that we can set a schedule for your Summative Evaluation.

For further information regarding the process for your review, please refer to Article 7 in the Collective Agreement:

<http://www.tru.ca/hr.html>

Thank you

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Performance Review Committee Chair \_\_\_\_\_\_\_\_\_\_\_ Department