# Template—Opportunity to Meet with the PRC

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From: XXX, Chair, Performance Review Committee, XXX Department

The XXX Department’s Performance Review Committee is meeting shortly to conduct an evaluation of your performance over the \_\_\_\_\_\_\_ academic year, as was indicated in the Notice of Summative Evaluation you received earlier this semester. The meeting is scheduled as follows:

Date:

Time:

Room:

Under Article 7.3.7.5 of the Collective Agreement, you have an opportunity to meet with the PRC before the review is completed, if you choose. The meeting will be an opportunity for you to provide any clarification or context regarding your performance you feel necessary to present to the committee as part of its evaluation.

Such a meeting with the committee is optional, and would be entirely at your discretion, as would be the agenda, if you choose to meet with the PRC. Please let me know by reply to this email if you wish to meet or not with the PRC. A teleconference can be arranged if that is preferable.

If you would like to meet with the PRC, but cannot accommodate the scheduled time, please let me know and the committee will set an additional meeting time so that you can attend.

Signed,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair, Performance Review Committee,

XXX Department