

Please note that the letter below is only a sample. The phrases in bold are those elements that must be included in your letter as follows: (1) description of Advisory Committee and procedures; (2) performance areas evaluated; (3) notification of right to appeal.

# SAMPLE

Dear Professor XXXXXX,

The department's Advisory Faculty Committee, which is charged with making recommendations regarding merit rankings, met to review faculty performance for calendar year 2014. **(1) The committee followed procedures adopted by the department faculty and used the information provided by you in the departmental form distributed for this purpose.**

The following areas of performance were evaluated: **(2) research and professional activities (accorded xx% of the final evaluation score), teaching (xx%) and department and university service (xx%). These evaluations were used to derive an overall measure of performance. Your rankings in each of the areas were as follows:**

Research and Professional Activities

Teaching

Service

Overall

To give you a point of reference in terms of how you compare to your departmental colleagues, the average ranking in the department was XXX.

**(3) You have the right to appeal your ranking. For further details regarding the appeals process, please refer to Section III. 'Annual Merit Increases' using the following link: <http://fas.nyu.edu/object/aboutas.pp.acadappoint.merit>**

Please feel free to see me concerning the evaluation or recommendation.

Thank you for your efforts on behalf of the department over the past year.