

**EXAMPLE OF LETTER TO FACULTY REQUESTING SUBMISSION OF FACULTY PERSONNEL
RECORD SUPPLEMENT FORM**

Dear Professor,

Please incorporate the information requested in the attached Faculty Personnel Record Supplement and update a copy of your current C.V. Please date your C.V. to insure we are referencing the most current information.

The Faculty Personnel Record Supplement and updated C.V. will be used by your department's Faculty Annual Merit Ranking committee in evaluating your performance.

Please submit your C.V. and Faculty Personnel Record Supplement to your department chair by [Date].

Copies will be forwarded by your chair to the divisional dean as part of the Faculty Annual Merit Increase Ranking submission.