**GUIDELINES FOR CHAIR’S LETTER – Temp FT Faculty Evaluations**

The free-form letter from the Department Chair is intended to provide an opportunity for the Department Chair to share information, which only he/she might have, with the Evaluation Committee (EC).

To that end, the guidelines are straightforward:

**If the Department Chairperson is also the Chair of the EC**, the letter will likely be brief, offering an assessment that contributes to the information the EC is considering in the evaluative materials. Because the Department Chair is Chair in both roles in this case, the EC’s consensus regarding the evaluative materials will be informed by the views of the Department Chair already, so the letter is relatively pro forma.

**If the EC Chair is the Department Chair’s designee**, the letter is an opportunity to share information that the Department Chair would like the EC to consider in the review of the evaluative materials. In this case, the Chair’s letter will offer the view from the perspective of the Department Chair. This might include a simple statement of praise and support, or it may outline suggestions and recommendations relating to student comments, communication, office hours, etc.