The XYZ Department

invites students, faculty, and administrators to submit comments about the following candidates for Reappointment, Tenure, and Promotion (RTP) evaluations (\*):

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| Candidate | Action Requested |
| Dr. A. Alpha | Reappointment |
| Dr. B. Beta | Promotion to Professor |
| Dr. G. Gamma | Tenure |
| Dr. K. Kappa | Early Tenure and Promotion |

Written comments must be dated, signed, and include Bronco Identification Number. Please deliver to:

Dr. D. Delta, Chair of the

XYZ Department RTP Committee

Office: Building 747, Room 20D

Or submit to the XYZ Department Office in a sealed envelope addressed to Dr. D. Delta.

**by 5:00 p.m. on Friday, MM/DD/YY**.

Thank you for your participation in this important process.

*(\*) Per Collective Bargaining Agreement****,*** *faculty, students and academic administrators may contribute information to the evaluation of a faculty unit employee (CBA Article 15.2).*