

MEMORANDUM

TO: Faculty of College of .....

FROM: ....., Dean

DATE: .....

SUBJECT: Contract Renewal File

As you know, your contract with the University will expire on August 31, 20xx. To formulate a recommendation to the President, your cumulative academic performance at Koç University will be evaluated.

For this evaluation, I need from you a file that includes information about your teaching and research activities. Your file should include

- An updated cv,
- A cumulative version of the annual activities reports,
- Reprints or preprints of articles and books, and
- A teaching dossier.

Please see the "Faculty Handbook" for further details of renewal process.

Please submit your file to the Dean's Office by September 1, 20xx.

Feel free to contact me if you have any questions or need assistance with the preparation of this submission