**COLLEGE OF ARTS AND LETTERS**

**SECONDARY ARTP COMMITTEE**

TO: Sheree Meyer

 Dean, College of Arts and Letters

FROM: XXXXXXX, Chair

 Arts and Letters Secondary ARTP Committee B, C or D

DATE: December 9, 2020/March 10, 2021

SUBJECT: Recommendation for Retention of P-2/3/5 Faculty:

 Assistant Professor XXXXXXX

 Department of XXXXXX

The Secondary ARTP Committee (B, C or D) of the College of Arts and Letters reviewed the Working Personnel Action File of Professor XXXXX who is recommended for retention by the Primary ARTP Committee of the Department of XXXXX. After careful evaluation of the documentation in the file, our Committee (unanimously) agreed (disagreed) with the recommendation of the primary level that Professor XXXXXX be granted a third probationary year.

**Teaching Effectiveness**

**Scholarly and Creative Achievements**

**Contributions to Department/College/University**

**Contributions to Community**

I hereby certify that the secondary level ARTP procedures were followed.

cc: Candidate, Assistant Professor, Department of XXX

 XXX, Department Chair, Department of XXX

 XXX, Primary Committee Chair, Department of XXX