

March 24, 2014

Maria Griffith, Assistant Professor
English Department

Regarding: Letter of Progress 2013 - 2014

Dear Maria,

I am pleased to inform you that, in accordance with the terms of Salt Lake Community College's Policies and Procedure Manual, your Sitting Tenure Committee has evaluated your progress toward tenure and has recommended that you receive a ***Letter of Progress for the 2013 – 2014 Academic Year***, recognizing one year of satisfactory evaluation by your Associate Dean, Department, students and colleagues. It is my pleasure to concur with the Committee's recommendation.

The processes outlined in Chapter 4, Paragraph 6.3.10 of the Policies and Procedure Manual state:

The Third Meeting: Sitting Committee Recommendation

The committee makes a recommendation, by majority, to the Dean about whether the tenure-track faculty member will receive either a Letter of Progress or a Letter of Concern. If the Sitting Committee cannot achieve a majority decision to recommend a Letter of Progress, it will recommend a Letter of Concern. The recommendation letter to the Dean must be clearly identified as a Letter of Progress or a Letter of Concern and must include the rationale for the recommendation.

Based on a review of your classroom practice, student evaluations, professional development, and service to your Department and the College, your Tenure Sitting Committee reports that you have complied with the expectations of your 2013/2014 faculty contract and are making significant educational contributions to the College.

Your tenure committee finds you to be an extremely dedicated and disciplined teacher. Your lessons are well structured and outcome directed. You are clearly working toward some larger goal, with each lesson building on the next. Students are on task, and you have an impressive way of managing daily activities so that outcomes are achieved. You also pace those activities well. In this way, students are always engaged in purposeful activities. You present yourself to students as professional and well informed. You are confident, but not overly controlling. Students appear comfortable in your classes and with you. You treat them respectfully as capable learners. The benefit of your skill and style of teaching is evident in the fact that students are very much able to work on their own. You also bring to the classroom the richness of your volunteer experiences in third world countries. You are skilled in developing whole reading programs/curricula. Your committee also reports that you more than meet the standards for professional activity and service. You maintain memberships in the College Reading

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and Learning Association (CRLA), the National Association for Developmental Education (NADE), and the Southwest Association for Developmental Education (SWADE). You presented at the SWADE Conference in October 2013 and the NADE conference in March 2014. You attended the World Leaders Lecture Series sponsored by the Tanner Humanities Center at the University of Utah and co-sponsored by SLCC. You are a member of the English Department's mission statement committee, the General Education Committee, the Gateway to Success/LE 1020 course evaluation Task Force, and the English Outcomes Committee. You participated in SLCC's major's fair. You organized a reading conference for full and part time instructors, and you are a mentor for the **United Student Association (USA)**, a newly formed refugee club at SLCC. You are a member of the Asian Association, which provides help to refugees in rent payment, and housing, etc., and you are an advocate for individual refugees in schools, detention centers, and courts. You serve on the LDS Church's Inner City Project.

Congratulations on obtaining a ***Letter of Progress for the 2013 – 2014 Academic Year***. I look forward to continuing to work with you during the forthcoming school year.

Sincerely,



Dr. John McCormick, Dean
School of Humanities and Social Sciences

Copies: Dr. Chris Picard, Provost
Stephen Ruffus, Associate Dean, English Department
Ms. Sandra Kikuchi, Director, Faculty Services
Human Resources Personnel File