

Hi Sarah.

This email will serve as a summary of our meeting today.

Thank you for taking time to meet with me. As you finish your second year, you continue to improve and increase your contributions to COBA and ACU.

As I mentioned, you are among our top producers in terms of research quantity and quality. I am glad we have been able to work with your schedule to structure your available hours for maximum productivity. I am happy to look at other options going forward, including online courses.

Your teaching, both your efforts to improve, and your self-awareness, make me feel good about your future in the profession. As I mentioned, your reflections prior to this meeting are exactly what you need to be creating for eventual tenure and promotion. I appreciate your full engagement in the trial and error process we all deal with as teachers.

Your service list is full as well. We should continue to work with Associate Dean Little to insure that you have items on that list related to either college or university committee work.

Finally, your collegiality is obvious in the many activities you choose to engage in. I know that your colleagues on our floor appreciate it and enjoy working with you.

In short, I believe your adjustment to the life of a full-time academic is going well. Your interest in trying new things and new ways of doing things bodes well for your future in the field, both inside and outside the classroom. We are fortunate to have you here with us, and Laura and I are looking forward to spending time with you across this pond this summer.

Keep up the good work!