

# MEMORANDUM

WHITMAN COLLEGE  
*Office of the Provost and Dean of the  
Faculty*

**To:**        «first» «last»

**From:**     Alzada Tipton, Provost and Dean of the Faculty

**Date:**     October 27, 2023

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**Subject: Gentle Reminder regarding your Periodic Review**

This is an auto-generated message reminding you that you are scheduled for your Periodic Review this academic year.

Guidelines and the Release of Information form can be found [here](#).

Please email or submit a hard copy of all Periodic Review Materials to Laurie Doohan by **Monday, January 15, 2024**.  
Memorial Suite 308/ doohanlk@whitman.edu

**It is to your advantage to notify your colleagues of this deadline as soon as possible so they can make arrangements to visit your classes.**