

# Faculty Development Proposal for Assessment and Evaluation Improvement

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

Institution: [Recipient's Institution]

Dear [Recipient's Name],

I am writing to propose a Faculty Development initiative aimed at enhancing our current assessment and evaluation strategies within the [Department/Program Name]. The primary objective of this proposal is to improve student learning outcomes and instructional effectiveness through targeted professional development.

Objectives:

- To train faculty on best practices in assessment and evaluation.
- To develop a cohesive framework for evaluating student learning.
- To create support systems for ongoing assessment efforts.

Proposed Activities:

1. Workshops on formative and summative assessment techniques.
2. Collaborative curriculum mapping sessions.
3. Peer review processes for evaluation methods.

Expected Outcomes:

- Improved faculty competence in assessment methods.
- Enhanced alignment between course objectives and assessment.
- Increased student engagement and achievement.

We believe that with the support of the administration, this initiative can significantly impact our faculty's ability to evaluate effectively and foster student success. I look forward to discussing this proposal in further detail.

Thank you for considering this important initiative.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Institution]

[Your Email]

[Your Phone Number]