# Memorandum:

# Professional Development Stipend

Dr. Chayo,

I am writing to you to recommend Mr. Kwanta be awarded a stipend for the Professional Development program based upon the criteria set forth by the department.

The department’s professional development stipend program is available to faculty who a) hold a master’s degree, b) have worked for the department for at least one year, and c) have received a positive teaching evaluation based upon student feedback.

The mean score on student evaluations for an individual professor are compared against the mean for all faculty. If the individual’s score is higher than the average for seven or more of the questions asked, the individual is considered to have a positive teaching evaluation.

Student evaluations for the two classes Mr. Kwanta taught were compared against the combined averages for the entire department as shown in the table below. Mr. Kwanta received higher than average scores in seven out of ten survey questions, meeting the criteria for a positive teaching evaluation.

As Mr. Kwanta holds a Master’s Degree, has taught for greater than one year, and received a positive teaching evaluation, he should be considered for a departmental professional development stipend.

Please contact me if you have further questions.

Sincerely,

Mr. Douglas J. Koch