**DH TTF Notification Letter for Promotion to Full Template**

**Send this information letter only after they have informed you of their decision to stand for promotion**

<Date>

<Name>

<Department>

Dear <Name>,

Since you have notified the department that you would like to stand for promotion to Full Professor, I am writing to give you information on the process and timeline. <Committee names> will serve as your promotion review committee. Your primary review period covers <AY##-## to AY##-##)>.

Here is the relevant information from Article 20 of the CBA:

**Section 28.** **Promotion to Full Professor Review** Promotion from Associate Professor to Professor.

The process and timelines for review and evaluation for promotion from associate professor to professor are the same as those for promotion to associate professor and tenure, except:

a. There is no requirement to initiate the promotion process to professor.

b. Bargaining unit candidates with tenure who are denied promotion from associate professor to professor will remain employed at the associate professor rank.

c. If the review criteria have changed during the six years prior to the review, the candidate may elect either the earlier or current set of criteria.

d. The results of post-tenure reviews during the review period will be included in the promotion file.

e. The review period for promotion reviews shall include all work accomplished since being awarded tenure.

The relevant information regarding promotion to professor is included below. The CBA language has been modified to reflect the promotion to Professor process.

**Initiating the Promotion to Professor Process.** To initiate the promotion process, the   
bargaining unit candidate will notify their department head no later than fall term of the year preceding the year in which a promotion decision is required. The head will request the following:  
  
**a. Election of Criteria:** The bargaining unit candidate will be reviewed relative to the  
criteria in effect during their last major personnel review. If the criteria have changed since the last review, the candidate must choose either the earlier or current set of criteria.  
  
**b. Curriculum vitae:** A comprehensive and current curriculum vitae that includes the  
candidate’s current research, scholarly, and creative activities and  
accomplishments, including publications, appointments, presentations, and similar  
activities and accomplishments. This document should clearly differentiate between  
accomplishments that occurred during the review period and those that did not.  
  
**c. Scholarship portfolio:** A comprehensive portfolio of scholarship, research and creative  
activity during the review period; and appropriate evidence of national or international  
recognition or impact.  
  
**d. Personal statement:** A 3-6 page personal statement developed by the bargaining unit  
candidate evaluating their performance measured against the applicable criteria for  
 promotion. The personal statement should expressly address the subjects of  
teaching; scholarship, research, and creative activity; service contributions to the  
academic department, center or institute, school or college, university, profession, and the  
community; and contributions to diversity, equity, and inclusion.  
  
**e. Teaching portfolio:** Representative examples of course syllabi or equivalent descriptions  
of course content and instructional expectations for courses taught by the bargaining unit  
candidate, examples of class assignments and exams, information from Student  
Experience Surveys, which will be considered in light of the response rate, and similar  
material.

**f. Service portfolio:** As available, evidence of the bargaining unit candidate’s service  
contributions to their academic department, center or institute, school or college,  
university, profession, and the community. Such evidence could include position papers  
authored or co-authored by the candidate, commendations, awards, op-ed pieces,  
and/or letters of appreciation. The portfolio may also include a short narrative elaborating  
on the candidate’s unique service experiences or obligations.  
  
**g. External reviewers:** A list of qualified outside reviewers provided by the bargaining unit  
candidate.

**All material in this Section, along with the following items, will be included in the Promotion Review File:**  
  
**h. Additional Information.** Candidates and/or the University may submit relevant  
information during a review from the date information is initially submitted to their  
department head through the date the Provost issues the final decision. Late submissions  
of information may result in additional questions to the candidate or to reviewers at  
the previous levels. Additional information may include work completed during the  
review year, if such information or material is included, it may not be included in the  
review period of subsequent reviews. If detrimental information is added to their file, the  
bargaining unit candidate will be notified and may add a response or request the  
file go back to their department or unit faculty personnel committee for review, which  
may result in a decision delay. The additional faculty personnel committee report must be  
submitted along with the new information for inclusion in the Promotion File.

In addition, you will need to choose whether to waive or not waive access to evaluative materials and then fill out and submit the appropriate letter based on your choice. More information and example letters can be found on the Provost’s website here: <https://provost.uoregon.edu/waiver-statements>. The related CBA language is cited below:

**Section 6. Waiver of Access to Materials.** Bargaining unit members have the right to  
waive in advance in writing their access to see any or all of the evaluative materials (see Article 8, Personnel Files). The choice by the bargaining unit candidate to waive or not waive access to evaluative materials shall not be considered during the evaluation process. Such waivers, however, shall not preclude the use of redacted versions of these documents in an appeal process (Article 21). The redacted versions are intended to protect the identity of reviewers, who are informed about the candidate’s waiver choice.

I encourage you to read all the sections of Article 20 that cover promotion to full reviews (sections 19-28) and to consult the Office of the Provost website for further guidance on the process (<https://provost.uoregon.edu/ttf-promotion-tenure>).

So that the committee and I may conduct the review, I ask you to submit your CV by the first week of fall term. The remaining materials stipulated in the CBA (see above) must be submitted by [DATE].<Insert any department-specific information about the materials here, including information about required peer teaching evaluations, etc.>

I will also consult Student Experience Survey data from your courses, and my assessment of teaching will consider student responses, peer reviews, and your own statements and reflections about your teaching.

I will meet with you to discuss your review prior to the date it is due in the Dean’s Office, which is [DATE].

If you have questions about this promotion review, I would be happy to meet with you. I look forward to learning more about your work.

Sincerely,

<Name>

<Title>