**Unit/Department Head Notification Letter for Annual Review**

<NAME>

<UNIT/DEPARTMENT>

<DATE>

Dear <NAME>,

I am writing to let you know that you’ll be undergoing an annual review this year and to give you information and a timeline. The Collective Bargaining Agreement (CBA) with United Academics requires that all untenured tenure-track faculty undergo an annual review, except in the years of the midterm review and the promotion and tenure review. The purpose of the annual review is to give you advice about your strengths and weaknesses in the areas of research, teaching, service, and contributions to equity and inclusion – the areas in which a judgment about tenure will eventually be made.

The annual review process is outlined in Article 20 of the CBA:

Section 9. Annual Pre-Tenure Reviews. Each tenure-track bargaining unit faculty member who has not received tenure and is not in the process of a tenure review will have an annual review conducted by the department or unit head or designee. These annual reviews provide an opportunity to evaluate the tenure-track bargaining unit faculty member’s performance and offer an opportunity to address problems and to support faculty members in their progress toward the 38 mid-term and tenure reviews.

You may also want to read the Office of the Provost’s guidance for the [tenure-related faculty evaluation process](https://provost.uoregon.edu/ttf-evaluation).

In order to conduct this review, I ask that you submit the following materials to me by <DATE**>:**

* an updated copy of you CV highlighting accomplishments since arriving at UO
* a brief explanatory statement for any material that is not obvious from your CV
* copies of their syllabi

After reviewing your materials and consulting your recent peer reviews, Student Experience Survey data from your courses, and your own statements and reflections about your teaching, I will write a report, which we will discuss and to which you may submit a written response. We will meet prior to the date my report is due to the Dean’s Office on <DATE>.

Please be sure to review the Guidance on Candidate Statement and CV and utilize the CV template on the [Provost’s major review resource page](https://provost.uoregon.edu/resource/reviews), if desired. The CV template is not required to use, but the principles and formatting suggestions are important to follow.

If you have questions about this process, I would be happy to meet with you to discuss them. I look forward to learning more about your work. If I can do anything to support you this year, please let me know.

Sincerely,

<UNIT/DEPARTMENT HEAD>