**Third-Year Post-Tenure Review (3PTR) Formal Notification Letter Template**

<DATE>

<FACULTY MEMBER’S NAME>

<DEPARTMENT>

Dear <FACULTY MEMBER>,

Thank you for the materials you submitted for your third-year post-tenure review (3PTR). Now that I’ve had a chance to read your CV, statement, and teaching materials (as applicable), and after consultation with the divisional/associate dean and the Office of the Provost, we would like to move forward with a formal review. I will facilitate the review process on our department.

Please provide me with copies of scholarly materials published during the review period (or url information, if available) by <DATE>. The department’s elected post-tenure review committee will evaluate your file in relation to unit-level PTR criteria. The tenured department faculty of appropriate rank will then meet to discuss and vote to endorse the committee’s report and recommendation. I will conduct an independent review and meet with you to discuss a redacted copy of my report.

Third-year post-tenure reviews for tenured professors are intended to support your development as a faculty member. These reviews attempt to offer constructive feedback that will propel faculty to realize their aspirations, as well as to meet the university’s expectations for them in all aspects of their job. For more information, see [Article 20](https://hr.uoregon.edu/ua-bargaining-agreement#tenure-review-and-promotion) (Section 30) as well as [Appendix 2](https://hr.uoregon.edu/ua-bargaining-agreement#unit-policy-development-guidelines) of the CBA.

Our goal is to make the 3PTR process as supportive and useful to you as possible, and I welcome your thoughts on how to assure a productive review.

Sincerely,

<UNIT/DEPARTMENT HEAD>