

## **Dossier for TTF Informal 3<sup>rd</sup>-Year Post Tenure Review (Informal 3PTR)**

DATE:

CANDIDATE:

SCHOOL/COLLEGE:

DEPARTMENT/UNIT:

DEAN:

DEPARTMENT/UNIT HEAD:

### Checklist of Items for Dossier:

Dean's Response to Informal Process

Unit/Department Head 3PTR Informal Report

Department or Unit Criteria (link only)

Curriculum Vitae

Candidate 3PTR Report or Candidate Statement

Materials for the Evaluation of Teaching may include (see unit policies for requirements):

Student Experiences of Teaching (Cognos)

Peer Reviews of Teaching

Instructor Reflection Report (OPTIONAL)

Sabbatical Report (if applicable)

Copy of Other Unit/Department Head 3PTR Informal Report (if joint appointment)

**REQUIRED**

**Dean's Response to Informal Process**

Please check one of the following:

Informal Review

Formal Review

Do you recommend a development plan?

Yes            No

Comments:

## REQUIRED

### Unit Head 3PTR Informal Report

- See template for **Unit/Department Head 3PTR Informal Report**

<https://provost.uoregon.edu/reviews/guides-forms-templates>

**If the faculty member provides a response to your report or to the dean's report, include a copy of that response here.**

## **REQUIRED**

### **Department or Unit Review Criteria**

Provide a link to the department promotion and tenure criteria that directly applies to this faculty member.

**REQUIRED**  
**Curriculum Vitae**

The candidate should review and follow the Office of the Provost's CV template

- Clearly differentiate between accomplishments that occurred during the review period by using yellow highlighting.
- Signed and dated

## REQUIRED

### **Candidate 3PTR Report or Candidate Statement**

The candidate may fill out the very brief, time-saving **3PTR Candidate Report** form (from the Provost's Office forms webpage <https://provost.uoregon.edu/reviews/guides-forms-templates>),

Or, the faculty member may prefer to submit a full (traditional) statement. Guidance for the statement is on the Provost's forms webpage noted above. The statement should be signed and dated.

**REQUIRED if appointment includes teaching**

**Student Experiences of Teaching Report (SETR)**

This report is a combined version of what used to be the Teaching Detail Report and the Teaching Overview Report. Access the SETR via:

Cognos.uoregon.edu >  
Team Content >  
Departmental Folders >  
Provost's Office >  
Teaching Evaluation Reports >  
Student Experiences of Teaching

## **Optional Supplementary Teaching Materials**

For an informal third-year post-tenure review, it is not necessary to include supplemental teaching materials. The candidate may, however, include course syllabi, a list of courses taught during the review period, a list of courses developed during the review period, a list of teaching-related training undertaken, examples of assignments and exams, websites, and other evidence of teaching.



## **Peer Review(s) of Teaching**

If a faculty member taught during the review period, they should have at least one peer teaching evaluation included in the 3PTR dossier.

- [Frequency of peer review information](#)
- Signed and dated by reviewer and candidate

**OPTIONAL**  
**Instructor Reflection Report**

**IF APPLICABLE**  
**Sabbatical Report**  
**(if sabbatical was taken during the review period)**

**IF APPLICABLE, for JOINT APPOINTMENTS**  
**2<sup>nd</sup> Unit/Department Head 3PTR Informal Report**