**Unit/Department Head 3PTR Notification of Review Template**

<DATE>

<NAME>

<DEPARTMENT>

Dear <NAME>,

I am writing to inform you that you are due for your 3rd-year post-tenure review during the <20XX-XX> academic year, as required by the [Collective Bargaining Agreement (CBA)](https://www.uauoregon.org/cba/) with United Academics.

Relevant information from [Article 20 of the CBA](https://hr.uoregon.edu/ua-bargaining-agreement#tenure-review-and-promotion):

**Section 30.** Tenured bargaining unit faculty members at the rank of associate professor will have a third-year review in the third year following promotion and every three years thereafter. Tenured associate professors will not be required to complete a third-year review in a year when they are seeking a promotion to full professor. Following promotion, full professors will have alternating third-year reviews and major sixth-year post tenure reviews. [. . .]

**Section 31.** **Third-Year Post-Tenure Reviews.** Third-year post-tenure reviews will be conducted by the appropriate department or unit head with the bargaining unit faculty member. Review materials will typically consist of a curriculum vitae, a brief personal statement accounting for and explaining anything not clear from their CV, materials for the evaluation of teaching (where applicable), and a sabbatical report (where applicable, Section 33). The department or unit head will prepare a concise statement that includes an evaluation of whether the faculty is meeting or not meeting expectations under their unit policy (or section 39, as appropriate). The department head will share their statement with the bargaining unit faculty member, who will have 14 days to respond in writing. The review materials, head’s statement, and faculty member’s response are then sent to the dean and then to the Office of the Provost for approval. The head’s statement and any response from the bargaining unit faculty member, dean, and Office of the Provost will be placed in the bargaining unit faculty member’s personnel file. If the unit-level criteria (or Section 39, as appropriate) were not met by the faculty member and the recommendation is to implement a development plan, then the head and the faculty member will develop one in consultation with the dean to be approved by the Office of the Provost (Section 38).

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

To conduct your review, I ask that you submit the following materials to me by <DATE>:

* 3PTR Candidate Report Form (Find it on [Guides, Forms, Templates](https://provost.uoregon.edu/reviews/guides-forms-templates#3ptr))

and

* A current CV – signed and dated

Plus,

* Sabbatical report, if applicable.
* Any other materials you would like me to review.
* Note: Materials for the evaluation of teaching will be dependent on our unit level policy requirements.

This is the first year we will use a new online system called Elements for compiling documents for faculty reviews.

To access Elements, go to [**uo.elements.symplectic.org**](https://uo.elements.symplectic.org/logout.html?com=no-session&returnurl=%2Fhomepage.html%3Fem%3Dfalse) . Click on Sign In and log on with your UO credentials and you’ll see your homepage. Since you will be undergoing review this year, you will see your review under “MY ACTIONS.” Click on the review and then “next” to follow the prompts for the various sections of the dossier. You’ll want to upload your CV in the CV section (as an attachment) and your statement in the Candidate Statement section.

You are welcome to add material to your Scholarly Activities, Sponsored Projects, Service, and Teaching sections in Elements. As you add material, Element’s version of your CV will take shape. For this first year of the Elements launch (2025-26), your uploaded CV is sufficient: You do not have to recreate your entire CV in Elements.

Please be sure to review the Guidance on Candidate Statements and CVs and utilize the CV template available on the Provost’s [guides, forms, and templates](https://provost.uoregon.edu/reviews/guides-forms-templates#3ptr) webpage. Note that while you are not required to use the CV template, we request that you follow the formatting guidelines.

If you have any questions about this or any part of the review process, I would be happy to talk with you. 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/PROGRAM DIRECTOR>