**Unit/Department Head Notification Letter for 6PTR Template**

<DATE>

<CANDIDATE’S NAME>

<DEPARTMENT>

Dear <CANDIDATE>,

This is to inform you that you are due for your 6th-year post-tenure review during the <20XX-XX> academic year, as required by the [Collective Bargaining Agreement (CBA)](https://hr.uoregon.edu/united-academics-contract-information) with United Academics. <COMMITTEE NAMES> will serve as your post-tenure review committee. The committee will review the materials you submit. At least two peer teaching evaluations are necessary. Please submit the materials stipulated in the CBA to the committee by <DATE>.

The review committee will submit a report to me, and I will then write my report and provide you with a copy. You will have 14 days from the day you receive the report to provide your response, which will be included in your evaluation file.

Relevant information from Article 20 of the CBA:

**Section 32. Sixth-Year Review.** Only full professors will have sixth-year post-tenure reviews, which will be in the sixth year following promotion to full professor or six years after their previous sixth-year post-tenure review.

**Section 33. Sixth-Year Review.** The review period will include all work accomplished during the previous six years, taking into account any leaves and resulting clock stoppages (Section 7).

**Section 34. Initiating the Sixth-Year Review.** To initiate the review process, the department or unit head or designee will contact the bargaining unit faculty member during the fall term of the year in which the review will take place and request the following:

**a. Criteria:** Criteria for sixth-year post-tenure reviews will be as specified in Section 39 of the CBA unless the department or unit has approved post-tenure review criteria. If the review criteria have changed during the six years prior to the review, the faculty member may elect either the earlier or current set of criteria.

**b. Curriculum vitae:** A comprehensive and current curriculum vitae that includes the faculty member’s current research, scholarly, and creative activities and accomplishments, including publications, appointments, presentations and similar activities. This document should clearly differentiate between accomplishments that occurred during the review period and those that did not.

**c. Personal statement:** A 3 to 6-page personal statement developed by the bargaining unit faculty member explaining how their provided material relates to the applicable criteria for post-tenure review. 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, as appropriate, contributions to diversity, equity and inclusion.

**d. Sabbatical report:** A report of the accomplishments and benefits resulting from sabbatical, if applicable.

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

The department will provide the committee with Student Experience Survey data from your courses, and all assessments of teaching will consider student responses, peer teaching evaluations, and your own statements and reflections about your teaching.

Please be sure to review the Guidance on Candidate Statements and CVs and utilize the CV template available on the [Provost’s resource page](https://provost.uoregon.edu/resource/reviews). Please note that the CV template is not required, but we request that you follow the formatting guidelines.

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.

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>