**Unit/Department Report Guidance and Template for 6PTR**

Only full professors have sixth-year post-tenure reviews. Tenured bargaining unit faculty members have a review in the sixth year following either promotion to full professor or a prior sixth-year post-tenure review.

The primary functions of post-tenure review are faculty development and the identification of clear expectations and areas for improvement over the next review period. Post-tenure reviews are required for all tenured faculty except those who hold full-time administrative appointments or who have had approved leave without pay (LWOP) for reasons not related to their own research.

Criteria for sixth-year post-tenure review, modified in light of any written agreement with the faculty member, are listed below. Specific expectations and criteria for post-tenure review are included in unit promotion and tenure policies.

In cases where a tenured faculty member has a workload other than the standard tenure-track workload in the department or unit (e.g., with larger teaching and smaller research FTE, or vice versa) or is working under a development plan, the standard for meeting expectations in a sixth-year review will be established by these alternate arrangements and informed by the unit-level policy and the guidelines below.

# To: <DEAN>

# From: <UNIT/DEPARTMENT HEAD NAME, UNIT NAME>

Re: Department Head’s Report for <CANDIDATE’S NAME>, 6th Year Post-Tenure Review

# Unit/Department Head’s Independent Evaluation and Recommendation

Indicate whether the candidate is meeting or not meeting expectations within each category (research, teaching, and service) below. In your assessment of the candidate’s research, teaching, or service, as appropriate, describe the candidate’s contributions that promote diversity, equity, and inclusion.

Assess Candidate’s Teaching

## Assess Candidate**’s** Research and/or Creative and Artistic Achievement

The standards of evaluation, unless otherwise specified by your unit policy, will be the standards established for promotion to full professor.

**Assess** Candidate’s **Service**

Consistent with promotion to full professor as specified in the CBA, senior faculty are expected to engage in significant service demonstrating leadership and commitment both within and outside the candidate’s department or unit. Service must include some of the following:

1. leadership in academic and administrative roles:
	1. academic program area or departmental administration and curriculum;
	2. personnel and policy committees or activities;
	3. college or school administration and committees or activities;
	4. university or state system administration and committees or activities;
2. service and activities on behalf of the larger community (local, state, national, and international governmental bodies, NGOs, etc.);
3. academic contributions to community activities, either as an individual or as a representative of the university;
4. service to professional and disciplinary organizations;
5. academic service on behalf of the public interest.

## Other Comments

The report should also address any matters not adequately addressed by the department committee report.

## Your Conclusion and Recommendation

The department head will provide the unit head’s report to the candidate and allow them 14 business days from the date of the receipt of the report to provide a written response, which shall be included in the file when it moves forward. If a unit has or develops a policy or practice of providing the report of the faculty committee to the faculty member, the unit head should do so.

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Unit/Department Head Signature Date