**Informational Letter Template for Career Continuous Employment Review**

*This letter should only be sent after a candidate has confirmed their decision to undergo career continuous employment review. Similar to a 6-year post-tenure review, this process is conducted in the same manner as a promotion.*

<DATE>

<NAME>

<DEPARTMENT>

Dear <NAME>,

Since you are eligible and have notified the department that you would like to undergo career continuous employment review, I am writing to give you information on the process and a timeline. <COMMITTEE NAMES> will serve as your tenure and promotion review committee (if applicable).[[1]](#footnote-1) Your primary review period covers <AY##-## to AY##-##)>.

Relevant information from Article 19 of the [CBA](https://www.uauoregon.org/cba/):

**Initiating the Promotion Process for Continuous Employment.** Candidates wishing to be considered for promotion must provide the following:

* **Curriculum vitae or resume:** A comprehensive and current curriculum vitae or resume that includes the bargaining unit faculty member’s current research, scholarly and creative activities and accomplishments, including publications, appointments, presentations, and similar activities and accomplishments. Please see the Provost Office’s CV template guidance.
* **Personal statement:** A 2-6 page personal statement (3 pages is typical) evaluating your performance measured against the applicable criteria for promotion. The personal statement should expressly address your impact and contribution to research/creative activity, teaching, and service excellence relative to your specific job duties. This statement should also include discussion of your contributions to diversity, equity, and inclusion.
* **Scholarship documentation (if applicable):** Documentation of scholarship, research, and creative activity; and appropriate evidence of national or international recognition or impact.
* **Teaching documentation (if applicable):** Documentation of teaching engagement, advising, mentoring, and classroom teaching.
* **Service and professional development documentation (if applicable):** Evidence of your service contributions to your academic department, center or institute, school or college, university, profession, and the community. The materials may also include a short narrative elaborating on your unique service experiences or obligations.
* **Professional activities materials (if applicable):** Documentation of
professional or consulting activities related to your discipline.

In addition, you will need to choose whether to waive or not waive access to evaluative materials and then fill out and submit the appropriate letter based on your choice. More information and example letters can be found on the [Provost’s website here](https://provost.uoregon.edu/waiver-statements). The related CBA language is cited below:

**Section 25. Waiver of Access to Materials.** Bargaining unit faculty members may choose to waive in advance in writing their access to see any or all of the evaluative materials. Such waivers, however, shall not preclude the use of redacted versions of these documents in a denial review process. The redacted versions are intended to protect the identity of the reviewer. If redactions are insufficient to do so, the University may prepare a suitable summary. A waiver will be included in the promotion file.

I encourage you to read all the sections of Article 19 that cover career faculty reviews and promotions, sections 7 to 34, and to consult the [Office of the Provost website](https://provost.uoregon.edu/career-faculty-continuous-employment) for further guidance on the process.

So that the committee and I may conduct the review, I ask you to submit the materials stipulated in the CBA (see above) by <DATE>.

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.

<Insert any department-specific information about the materials here.>

If applicable, I will also consult teaching data from your courses, and my assessment of teaching will consider student responses, peer teaching reviews, and your own statements and reflections about your teaching.

I will meet with you to discuss your review prior to the date it is due in the Dean’s/Vice President’s Office, which is <DATE>. If you have questions about this continuous employment review, I would be happy to meet with you. I look forward to learning more about your work.

Sincerely,

<NAME>

<TITLE>

1. The CBA stipulates that a department personnel committee review is required for career instructional faculty but not for career research faculty. [↑](#footnote-ref-1)