**Unit/Department Head Career Instructional Faculty Promotion Review Notification Letter Template**

First, verify the candidate’s eligibility to stand for promotion prior to sending this letter. Generally six years of service at 0.5 FTE or more at their current rank are required for promotion. See the [career faculty promotion eligibility criteria](https://provost.uoregon.edu/career-faculty-promotion-eligibility) for details.

Second, view both the [unit promotion policy](https://provost.uoregon.edu/department-unit-policies) for career faculty and the candidate’s own position description (offer letter, etc.) to determine what sections of this letter are relevant. If certain sections – such as scholarship, professional development, professional activity, or internal and external review letters – are not applicable to the candidate, you may delete those sections from this letter.

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***\*Use your departmental letterhead***

<DATE>

<NAME>

<DEPARTMENT>

Dear <NAME>,

Since you are eligible and have notified the department that you would like to stand for promotion to <RANK>; I am writing to give you information on the process and a timeline. <COMMITTEE NAMES> will serve as your promotion review committee. Your primary review period covers <AY##-## to AY##-##>.

Relevant information from Article 19 of the CBA:

**Initiating the Promotion Process.** Career instructional faculty wishing to be considered for promotion should notify the appropriate department or unit head in the Spring term prior to the year when promotion is sought, and must provide the following:

**Curriculum vitae:** A comprehensive and current curriculum vitae that includes (if applicable) the bargaining unit faculty member’s current research, scholarly, and creative activities and accomplishments, including publications, appointments, presentations, and similar activities and accomplishments.

*[Note: It is helpful for reviewers of your CV if your accomplishments completed during the review period are highlighted in a different font color or shading. The Office of the Provost* [*Career Faculty Promotion*](https://provost.uoregon.edu/promotion-career-nttf) *instructions include* [*guidance on formatting your CV*](https://provost.uoregon.edu/reviews/guides-forms-templates)*.]*

**Personal statement:** A 2–6-page personal statement developed by the bargaining unit faculty member evaluating their performance measured against the applicable criteria for promotion. The personal statement should expressly address the subjects of teaching; scholarship, research, and creative activity, as applicable; and service contributions to the academic department, center or institute, school or college, university, profession, and the community. The statement should also include discussion of contributions to diversity, equity, and inclusion. <Insert any other criteria applicable to their appointment, such as professional development activity.>

**Teaching materials (if applicable):** Representative examples of course syllabi or equivalent descriptions of course content and instructional expectations for courses taught by the bargaining unit faculty member, examples of student work and exams, and similar material; information from student experience surveys, which will be considered in light of the response rate; information on the development of new courses and curriculum development; information on contributions to university-wide teaching practices (if applicable).

*[Note: The department will upload student survey data to your dossier for you. The remainder of the teaching materials are up to your discretion. The materials described above are meant to be representative of your teaching, not comprehensive, and can serve to illustrate points that you have made in your statement. If you also mentored or advised students or taught independent study courses, you should list those in this section as well.]*

**Scholarship documentation (if applicable):** A comprehensive portfolioof scholarship, research, and creative activity; and appropriate evidence of national or international recognition or impact.

*[Note: The scholarship/creative activity documentation is required only if your appointment includes scholarship/creative activity. Include material here as a list of links (as long as the material is easily accessed by reviewers through the link), or you may point to the CV if all the links are already there in one location.]*

**Service materials (if applicable):** Evidence of the bargaining unit faculty member’s service contributions to their academic department, center or institute, school or college, university, profession, and the community, such as op ed pieces, position papers authored or co-authored by the faculty member, commendations, awards, or letters of appreciation. The service portfolio may also include a short narrative elaborating on the faculty member’s unique service experiences or obligations.

*[Note: This section may be optional, as service activity may already be fully described in the CV and statement.]*

**Professional development statement (if applicable – see unit policy):** A statement that provides a short narrative elaborating on the professional development activities of the bargaining unit faculty member related to their job duties.

**Professional activities portfolio (if applicable – see unit policy):** A comprehensive portfolio of professional or consulting activities related to their discipline.

**Internal and/or external reviewers (if applicable – see unit policy):** A list of qualified internal and/or external reviewers provided by the bargaining unit faculty member.

I encourage you to read all the sections of Article 19 that cover career instructional promotion reviews (sections 12-21) and to consult the Office of the Provost website for [further guidance on the process](https://provost.uoregon.edu/promotion-career-nttf).

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>.

<Insert any department-specific information about the materials here; please note if your unit policies require a teaching observation with this review.>

In addition to the material described above, I will consult the Student Experiences of Teaching Report from the Student Experience Survey data from your courses. In total, my assessment of teaching will consider student responses, peer reviews, and your own statements and reflections about your teaching.

If you have questions about this promotion review, I would be happy to meet with you. I look forward to learning more about your work.

Sincerely,

<NAME>

<UNIT/DEPARTMENT HEAD>