**Expedited Review Department/Unit Vote Report**

**Candidate name and faculty rank:**

1. **Vote. If the vote is positive, please fill out II (if applicable) and III (required).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total eligible voters | Yes | No | Abstain | Recuse | Did not participate |
|  |  |  |  |  |  |

Abstain: participated in the process and chose not to vote

Recuse: not allowed to vote (conflict of interest, already voted at another level, etc.)

Did not participate: self-explanatory

Please explain all abstentions, recusals, and non-participating votes:

**II. For full professors only:**

[ ] The department/unit waives the requirement that the full dossier and completed case report be returned to the department/unit for a second vote at the end of the process.

[ ] The department/unit wishes to review the completed file for a second vote at the end of the process.

**III. Potential external reviewers (required):** List four or so potential external reviewers. The Expedited Tenure Review Committee will contact these potential reviewers directly.

Name Title Email

**IV. Provide a brief quantitative assessment of the candidate’s work and impact, if available and applicable for the candidate’s field norms (e.g. citation counts, h-index):**

**V. Provide a brief statement of expected duties at UO, noting any conditions of employment departing from the typical balance of research, teaching, and service;**

**Department Head Signature** **Date**

**VI. Send this Expedited Department Vote Report to the dean and to the vice provost for academic affairs (****vpaa@uoregon.edu****).**

**Next Steps**

**VII. Gather the following materials from the candidate and send to the VPAA:**

[ ] Signed, dated CV.

[ ] Signed, dated statement (can be brief) or the candidate’s job application letter. It’s likely that the candidate will not want the application letter to go out to external reviewers, so the short statement is a helpful alternative.

[ ] 5 or so examples of research publications, chosen by the candidate. Can be links to online materials or pdfs.

[ ] Teaching evaluations/materials (if the position has teaching responsibilities).

[ ] A signed waiver form indicating if the candidate chooses to waive, partially waive, or not waive their right to see review materials.

**VII. Later: Final review of full file (if applicable).** The department faculty will review the file for a final vote if the candidate is an associate professor, or if the faculty had not voted to waive their right to review the complete file again (full professors). Convey the results of this final review vote to the dean and the VPAA.