**Formal Notification Letter for Required 3PTR Review Template**

<DATE>

<CANDIDATE’S NAME>

<DEPARTMENT>

Dear <CANDIDATE>,

Thank you for the materials you submitted for your third-year post-tenure review (3PTR). Now that I’ve had a chance to read your CV, statement, and teaching materials, and after consultation with the divisional dean and the Office of the Provost, we would like to move forward with a formal review. There is nothing you need to do at this point to facilitate the review process, except to provide me with copies of scholarly materials published during the review period (or url information, if available) by <DATE>. The department’s elected post-tenure review committee will evaluate your file in relation to unit-level PTR criteria. The tenured department faculty of appropriate rank will then meet to discuss and vote to endorse the committee’s report and recommendation. I will conduct an independent review and meet with you to discuss a redacted copy of my report.

Third-year post-tenure reviews for tenured professors are intended to support your development as a faculty member. These reviews attempt to offer constructive feedback that will propel faculty to realize their aspirations as researchers, teachers, and practitioners, as well as to meet the university’s expectations for them in all aspects of their job. For more information, see Article 20 (Section 30) as well as Appendix 2 (page 113) of the newly ratified CBA. You may also want to read the Provost’s Office [guidance for the tenure-related faculty evaluation process](https://provost.uoregon.edu/ttf-evaluation).

Our goal is to make the 3PTR process as supportive and useful to you as possible, and I welcome your thoughts on how to assure a productive review.

Sincerely,

<UNIT/DEPARTMENT HEAD>