<DATE>

<CANDIDATE’S NAME>

<DEPARTMENT>

Dear <CANDIDATE>,

This is to inform you that you are due for your 6th-year post-tenure review during the <20XX-XX> academic year, as required by the [Collective Bargaining Agreement (CBA)](https://hr.uoregon.edu/united-academics-contract-information) with United Academics. <COMMITTEE NAMES> will serve as your post-tenure review committee. The committee will review the materials you submit (e.g., statement and CV). An additional peer teaching evaluation may be necessary. Please submit the materials stipulated in the CBA to the committee by <DATE>.

The review committee will submit a report to me, and I will meet with you to discuss it before my report is due to the Dean’s Office on <DATE>.

Relevant information from Article 20 of the CBA:

**Section 31. Sixth-Year Review.** Only full professors will have sixth-year post-tenure reviews. Tenured bargaining unit faculty members will have a review in the sixth year following promotion to full professor or after a sixth-year post-tenure review.

**Section 32. Sixth-Year Review.** The review period will include all work accomplished during the previous six years, taking into account any leaves and resulting clock stoppages (Section 7).

**Section 33. Initiating the Sixth-Year Review.** To initiate the review process, the department or unit head or designee will contact the bargaining unit faculty member during the fall term of the year in which the review will take place and request the following:

**a. Criteria:** Criteria for sixth-year post-tenure reviews will be as specified in Section 38 below unless the department or unit has approved post-tenure review criteria. If the review criteria have changed during the six years prior to the review, the faculty member may elect either the earlier or current set of criteria.

**b. Curriculum vitae:** A comprehensive and current curriculum vitae that includes the faculty member’s current research, scholarly, and creative activities and accomplishments, including publications, appointments, presentations and similar activities. This document should clearly differentiate between accomplishments that occurred during the review period and those that did not.

**c. Personal statement:** A 3-6-page personal statement developed by the bargaining unit faculty member evaluating their performance measured against the applicable criteria for post-tenure review. The personal statement should expressly address the subjects of teaching; scholarship, research, and creative activity; service contributions to the academic department, center or institute, school or college, university, profession, and the community; and contributions to diversity, equity and inclusion.

**d. Sabbatical report:** A report of the accomplishments and benefits resulting from sabbatical, if applicable.

You may also want to read the Provost’s Office guidance for the [tenure-related faculty evaluation process](https://provost.uoregon.edu/ttf-evaluation).

The department will provide the committee with Student Experience Survey data from your courses, and all assessments of teaching will consider student responses, peer reviews, and your own statements and reflections about your teaching.

Please be sure to review the Guidance on Candidate Statements and CVs and utilize the CV template available on the [Provost’s resource page](https://provost.uoregon.edu/resource/reviews). Please note that the CV template is not required, but we request that you follow the formatting guidelines.

If you have any questions about this or any part of the review process, I would be happy to talk with you. I look forward to learning more about your work. If I can do anything to support you this year, please let me know.

Sincerely,

<UNIT/DEPARTMENT HEAD/PROGRAM DIRECTOR>