**Informational Letter Template for Career Continuous 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 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. 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.  
  
**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 their impact and contribution to research excellence relative to their job duties. This statement should also include discussion of contributions to diversity, equity, and inclusion.  
  
**Scholarship portfolio (if applicable):** A comprehensive portfolio of scholarship, research, and creative activity; and appropriate evidence of national or international recognition or impact.  
  
**Service portfolio (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, white papers authored orco-authored by the faculty member, commendations, awards, or letters of appreciation.The portfolio may also include a short narrative elaborating on the faculty member’s unique service experiences or obligations.  
  
**Professional activities portfolio (if applicable):** A comprehensive portfolio of  
professional or consulting activities related to their discipline.  
  
**List of reviewers (if applicable):** A list of qualified internal and/or external reviewers provided by the bargaining unit faculty member. Normally, external reviews are not expected for those in the research assistant ranks.

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 (career instructional faculty: sections 12-21; career research faculty: sections 22-31) 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>.

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

I will also consult Continuous Improvement and Evaluation of Teaching data from your courses, and my assessment of teaching will consider student responses, peer 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 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>