**Unit/Department Head Notification Letter for TTF Promotion and/or Tenure Review**

**Template**

This letter goes to pre-tenure assistant professors in fall term of their 5th year. If a faculty member had a year or more of credit towards tenure and chose to exercise that option, the letter goes to the candidate in the year prior to the tenure decision year. We refer to the year prior as the “prep” year.

**External reviewers** are often difficult to recruit, and UO’s late school year puts us at the end of the line for requesting review letters, compared to semester schools. Do not wait until June of the prep year to solicit external review letters; early is best. The provost office recommends that unit heads solicit commitments to review from prospective external reviewers in March, receive dossier materials from the candidate in Winter term or early Spring term, and send out the dossiers to external reviewers in April or early May.

Related websites:

[Forms/guides/templates](https://provost.uoregon.edu/reviews/guides-forms-templates)

[External Reviews](https://provost.uoregon.edu/external-letters-evaluation)

[Department Review](https://provost.uoregon.edu/department-review)

[Instructions for Staff](https://provost.uoregon.edu/preparing-promotion-tenure-files)

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

<DATE>

<CANDIDATE’S NAME>

<DEPARTMENT>

Dear <CANDIDATE>,

I am writing to inform you that you will undergo promotion [and tenure] review next academic year <YEAR> (your tenure decision year), so this academic year <YEAR> will be the time you will prepare and submit your dossier materials.

The process is complex, with multiple layers of review. Thus, it is very important to ensure from the very beginning that all components of your dossier are present and accurately recorded. Please note that the [Office of the Provost website](https://provost.uoregon.edu/ttf-promotion-tenure) has comprehensive instructions on promotion and tenure processes.

Decisions to make first:

**Will you waive your rights to see all or a portion of the reviews and letters in your file?** Fill out a [waiver form](https://provost.uoregon.edu/waiver-statements) and return it to <NAME> by <DATE>. The department cannot ask external reviewers to review your file until we know whether or not you have waived your rights to see the external reviewer letters. Some external reviewers will not review a file if the candidate has not waived their rights to see the review letter.

**Which promotion and tenure policy will you choose?** If promotion and tenure criteria have changed since your midterm review (assistant professors) or in the last six years (associate professors), review the two policies and determine which one you prefer. The version you choose will go into your dossier and will be seen by external reviewers and all UO reviewers.

Also, check to ensure that you have **three peer teaching evaluations** completed and on file. If you do not have three evaluations, you will have to schedule one or more for this academic year to ensure all three teaching evaluations will be in your teaching portfolio.

The following are due to me on <DATE>:

* Signed waiver form
* Signed election of criteria form (if applicable)
* List of \_\_\_ qualified external reviewers: Qualified reviewers are scholars in your fields (or familiar with your field) who are currently above your academic rank, not personal friends, and have never worked with you closely. Send this list directly to <NAME>, not me. *[Note to unit head: These will be designated as “candidate-chosen reviewers” in the dossier if you had not already chosen them to solicit to be external reviewers on your own. Thus, you should not view this list prior to constructing your own list of possible external reviewers.]*

I encourage you to consult me or other faculty members about your statement and CV prior to submitting your final copy (which must be signed and dated). Guidelines for writing your promotion and tenure statement and fine-tuning your CV, along with a sample template for constructing your CV are available on [OtP’s resource page](https://provost.uoregon.edu/resource/reviews). Providing links to publications on your CV may allow you to simplify the process of gathering supplementary materials for the supplementary dossier.

The following materials will be sent to external reviewers and are due to me on <DATE>.

* Your signed and dated statement
* Your signed and dated CV
* Scholarship/creative activity materials for the supplementary dossier

The following materials are due to me on <DATE>.

* Teaching materials for the supplementary dossier, if applicable
* Service documentation, if applicable (material that is not already summarized in your CV and statement)
* DEI documentation, if applicable (material that is not already summarized in your CV and statement)
* <Any other material required by school or college>

You may update your promotion and tenure dossier materials at any time throughout the decision year, with succinct and clear information for reviewers on what has changed. For example, if an article listed on your CV as a work in progress was published, you may submit a signed and dated addendum to your CV noting the change. Note that if you include this changed item in your promotion and tenure review dossier, you may not count that same item in your promotion to full review in the future (accomplishments do not count for two separate reviews, in other words).

I wish you all the best with your preparation and want to encourage you to ask me any questions as you proceed through the process.

Sincerely,

<UNIT/DEPARTMENT HEAD NAME>