**Unit/Department Report Guidance and Template for 6PTR**

Only full professors have sixth-year post-tenure reviews. Tenured bargaining unit faculty members have a review in the sixth year following either promotion to full professor or a prior sixth-year post-tenure review.

The primary functions of post-tenure review are faculty development and the identification of clear expectations and areas for improvement over the next review period. Post-tenure reviews are required for all tenured faculty except those who hold full-time administrative appointments or who have had approved leave without pay (LWOP) for reasons not related to their own research.

Criteria for sixth-year post-tenure review, modified in light of any written agreement with the faculty member, are listed below. Specific expectations and criteria for post-tenure review are included in unit promotion and tenure policies.

**Post-Tenure Review Criteria**. Review criteria for third- and sixth-year post-tenure
review are as follows, unless a department or unit has an approved unit-level policy establishing their own post-tenure review criteria through the process specified in the CBA.

In cases where a tenured faculty member has a workload other than the standard tenure-track workload in the department or unit (e.g., with larger teaching and smaller research FTE, or vice versa) or is working under a development plan, the standard for meeting expectations in a third- or sixth-year review will be established by these alternate arrangements and informed by the unit-level policy and the guidelines below.

# *\*Use your departmental letterhead*

# To: <DEAN>

# From: <UNIT/DEPARTMENT HEAD NAME, UNIT NAME>

Re: Department Head’s Report for <CANDIDATE’S NAME>, 6th Year Post-Tenure Review

# Unit/Department Head’s Independent Evaluation and Recommendation

Assess Candidate’s Teaching

Teaching standards are as established by the University Senate.

## Assess Candidate**’s** Research and/or Creative and Artistic Achievement

In general, research, scholarship, and creative achievement are demonstrated in the following categories. Each category applies in a given case only if that category is specified in the unit promotion and tenure policy. The standards of evaluation, unless otherwise specified by the unit policy, will be the standards established for promotion to full professor. Some categories to be considered include:

1. publications and/or creative activities of significance and;
2. externally funded research;
3. patents, intellectual property developed; technologies licensed, companies spun off;
4. adoptions of research innovations by other researchers, organizations, or the public;
5. research awards and prizes;
6. membership in the national academies or other selective research societies;
7. research in progress and substantially planned work (including grant proposals);
h. translational research or scholarship that influences public policy or contributes to societal benefits;
8. participation in conferences, conventions, seminars, and professional meetings;
9. professional peer review, holding office in academic and professional
10. organizations, serving on committees and/or on editorial boards;
11. association with organizations and groups that will result in professional
improvement of the faculty member and bring recognition to the university;
12. research or professional consultation for federal agencies, foundations, or other research sponsors;
13. recognized evidence of scholarly and professional visibility, such as special
awards, scholarly citations, and the republication of work;
14. scope and depth of scholarship as revealed in public lectures, book reviews, and, in special circumstances, discussions;
15. works of art, such as painting, sculpture, design, planning, musical composition, poetry, fiction, drama, dance, photography, and film disseminated or exhibited in recognized venues of quality and distinction;
16. public performances: musical recitals, concerts, conducting, theater performance and production, dance performance and production, radio or television production disseminated/exhibited in recognized venues of quality and distinction;
17. public recognition: exhibitions, commissions, acceptance of work for permanent collections, awards.

## Assess **Candidate’s** Service

Consistent with promotion to full professor as specified in the collective bargaining agreement, senior faculty are expected to engage in significant service demonstrating leadership and commitment both within and outside the candidate’s department or unit. Service must include some of the following:

1. leadership in academic and administrative roles:
	1. academic program area or departmental administration and curriculum;
	2. personnel and policy committees or activities;
	3. college or school administration and committees or activities;
	4. university or state system administration and committees or activities;
2. service and activities on behalf of the larger community (local, state, national, and international governmental bodies, NGOs, etc.);
3. academic contributions to community activities, either as an individual or as a representative of the university;
4. service to professional and disciplinary organizations;
5. academic service on behalf of the public interest.

## Assess **Candidate’s** Contributions to DEI

Contributions in teaching, research, and service that demonstrably promote diversity equity, and inclusion.

## Other Comments

The report should also address any matters not adequately addressed by the department committee report.

## Conclusion and recommendation

The department head will provide the unit head’s report to the candidate and allow them 10 business days from the date of the receipt of the report to provide a written response, which shall be included in the file when it moves forward. If a unit has or develops a policy or practice of providing the report of the faculty committee to the faculty member, the unit head should do so.

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Unit/Department Head Signature Date