**Assistant to Associate Tenure and Promotion Informational Letter for Elective Review**

\*Verify the candidate’s tenure timeline prior to sending this letter

<DATE>

<NAME>

<DEPARTMENT>

Dear <NAME>,

You are scheduled to stand for promotion to Associate Professor with indefinite tenure, so I am writing to give you information on the process and timeline. <COMMITTEE NAMES> will serve as your tenure and promotion review committee. Your primary review period covers <AY##-## to AY##-##)>.

Here is the relevant information from Article 20 of the [CBA](https://hr.uoregon.edu/united-academics-contract-information):

**Section 19. Initiating the Tenure Review Process.** To initiate the tenure review process, the department or unit head will contact the bargaining unit faculty member no later than winter term of the year preceding the year in which a tenure decision is required and request the following:

**a. Election of Criteria:** The bargaining unit faculty member will be reviewed relative to the criteria in effect during their last mid-term review. If the criteria have changed since the last mid-term review, the faculty member must choose 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 and accomplishments. This document should clearly differentiate between accomplishments that occurred during the review period and those that did not.

**c. Scholarship portfolio:** A comprehensive portfolio of scholarship, research and creative activity during the review period; and appropriate evidence of national or international recognition or impact.

**d. Personal statement:** A 3-6 page personal statement developed by the bargaining unit faculty member evaluating their performance measured against the applicable criteria for tenure and promotion. 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.

**e. Teaching portfolio:** Representative examples of course syllabi or equivalent descriptions of course content and instructional expectations for courses taught by the bargaining unit faculty member, examples of class assignments and exams, information from student experience surveys, which will be considered the response rate, and similar material.

**f. Service portfolio:** As available, 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 evidence could include white papers authored or co-authored by the faculty member, commendations, awards, op-ed pieces, and/or letters of appreciation. The portfolio may also include a short narrative elaborating
on the faculty member’s unique service experiences or obligations.

**g. External reviewers:** A list of qualified outside reviewers provided by the bargaining unit faculty member.

**All material in this Section, along with the following items, will be included in the Tenure Review File:**

**h. Additional Information.** Faculty members and/or the University may submit relevant information during a review from the date information is initially submitted to their department head through the date the provost issues the final decision. Late submissions of information may result in additional questions to the faculty member or to reviewers at the previous levels. Additional information may include work completed during the
review year, if such information or material is included, it may not be included in the review period of subsequent reviews. If detrimental information is added to their file, the bargaining unit faculty member will be notified and may add a response or request the file go back to their department or unit faculty personnel committee for review, which may result in a decision delay. The additional faculty personnel committee report must be submitted along with the new information for inclusion in the Tenure Review File.

**i. Mid-Term Review(s).** The dean’s summary report and the provost’s final decision from any mid-term reviews conducted will be included.

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](https://provost.uoregon.edu/waiver-statements) can be found on the provost’s website here. The related CBA language is cited below:

**Section 6. Waiver of Access to Materials.** Bargaining unit members have the right whether to waive in advance in writing their access to see any or all of the evaluative materials (see Article 8, Personnel Files). The choice by the bargaining unit faculty member to waive or not waive access to evaluative materials shall not be considered during the evaluation process. Such waivers, however, shall not preclude the use of redacted versions of these documents in an appeal process (Article 21). The redacted versions are intended to protect the identity of

reviewers, who are informed about the faculty member’s waiver choice.

I encourage you to read all the sections of Article 20 that cover tenure reviews (sections 17-27) and to consult the [Office of the Provost website](https://provost.uoregon.edu/ttf-promotion-tenure) for further guidance on the process.

So that the committee and I may conduct the review, I ask you to submit the CV and statement from the materials stipulated in the CBA above by <DATE>.

<INSERT ANY DEPARTMENT-SPECIFIC INFORMATION ABOUT THE MATERIAL 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 tenure and promotion review, I would be happy to meet with you. I look forward to learning more about your work.

Sincerely,

<NAME>

<TITLE>