**Unit/Department Head Midterm Review Report Guidance and Template**

*Untenured TTF typically receive an initial contract that expires prior to the year in which tenure review must occur. During the final year of this contract (generally the third year for TTF hired with no credit for prior service), a formal midterm review is required. This review is designed to approximate the major elements and standards of the tenure and promotion process but does not include solicitation of evaluations from reviewers external to the University of Oregon.*

*The midterm review replaces the annual review for that year. The midterm review is initiated at the department level, includes a review by the dean of the school or college, and concludes with a decision regarding the terms and duration of any subsequent contract by the Provost or their designee. Contract renewal after the midterm review is not automatic.*

*This report should be no longer than three legible pages and less than 900 words. The Office of the Provost has provided an optional template below for this report. Please do not repeat information that is found in the committee’s report. Provide an objective analysis of the faculty member’s scholarship, teaching, service, and contributions toward diversity, equity, and inclusion, and progress toward tenure and promotion.*

# *\*Use your departmental letterhead*

# To: <DEAN>

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

# Re: Unit/Department Head’s Report for <CANDIDATE’S NAME>, Midterm Review

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

Assess Candidate’s Teaching

## Assess Candidate’s Service

## Assess Candidate’s Contributions to DEI

## Other Comments *(optional)*

## Conclusion and Recommendation

*This evaluation should include a recommendation of renewal or non-renewal of the contract and, if the recommendation is for renewal, the recommended duration of the new contract.*

*If applicable, add a section to address any problems or gaps and how to support efforts in those areas if not addressed above.*

*Provide this department head’s report to the candidate and allow ten business days from receipt of the report for the candidate to provide any written response or additional materials, including any such materials in the file.*

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Unit/Department Head Signature Date