|  |  |
| --- | --- |
| **Early Fall Term (check with School/College)** Department head notifies candidate of impending 3rd year review and sets submission deadlines. Informal cases are reviewed early in the academic year to allow for a possible decision by the Provost that the file requires a formal review. Templates can be found on [Provost’s instructions, forms, and templates webpage](https://provost.uoregon.edu/reviews/guides-forms-templates). | |
| **Late Fall/Early Winter Term (check with School/College)** Department head and dean agree on whether a 3rd-year PTR will be informal or formal. Note that the Office of the Provost (OtP) may later determine that a formal review is necessary for the candidate during the review process. | |
| **Informal Process** | **Formal Process** |
| Department Head reviews materials and writes a brief statement. See template for department head letter. | Notify candidate of formal 3PTR. See template for notification letter. |
| Head sends statement to candidate, who has 10 business days to respond. | Unit PTR committee reviews the candidate’s work in relation to the unit-level post-tenure review criteria. Committee members record de-identified committee vote tally. |
| **January 31:** Informal files due to OtP. | Only if department policy requires: Eligible faculty vote to endorse the committee’s report. |
| OtP approves informal review or calls for formal review. | The department head writes a separate report considering the materials gathered, including the committee’s report and vote tally. The department head will meet with the candidate and provide a redacted copy of the head’s report and committee report. The department head may recommend a development plan. The candidate will have 10 business days from the date of the receipt of the report to provide responsive material or information, which shall be included in the evaluation file. |
| If formal review is required: begin the formal review process. | File goes to the dean. Dean may also recommend a development plan. The file, including dean’s report, is due to OtP on **May 5**. |
| **February 28:** OtP will notify successful informal review candidates of the review decision. The notification letter is to be placed in the candidate’s departmental or college personnel file. | Provost reviews the file. |
| The OtP will notify the candidate of the Provost’s formal review decision by **July 15.** This notification letter is sent to the School/College to be recorded in the candidate’s departmental or college personnel file(s). If the notification letter indicates that a development plan is needed, the candidate will work with the dean and department head to craft the development plan. 2023-24 DP’s due to OtP on **Oct. 18**. 2024-25 DPs due to OtP on **Oct. 20 2025**. |