**Unit/Department Head Notification Letter for TTF Promotion to Full Template**

Send this information letter only after the faculty member has informed you of their decision to stand for promotion to full professor. This notification letter goes to associate professors during fall term of the year prior to their promotion review 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 universities. Do not wait until June of the prep year to solicit external review letters. The provost’s 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>

<Name>

<Department>

Dear <Name>,

Since you have notified the department that you would like to stand for promotion to Full Professor, I am writing to give you information on the process and timeline. Your primary review period covers <AY##-## to AY##-##)>.

Here is the relevant information from Article 20 of the CBA:

**Section 28.** **Promotion to Full Professor Review** Promotion from Associate Professor to Professor.

The process and timelines for review and evaluation for promotion from associate professor to professor are the same as those for promotion to associate professor and tenure, except:

a. There is no requirement to initiate the promotion process to professor.

b. Bargaining unit candidates with tenure who are denied promotion from associate professor to professor will remain employed at the associate professor rank.

c. If the review criteria have changed during the six years prior to the review, the candidate may elect either the earlier or current set of criteria.

d. The results of post-tenure reviews during the review period will be included in the promotion file.

e. The review period for promotion reviews shall include all work accomplished since being awarded tenure.

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 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 policy will you choose?** If promotion to full criteria have changed in the last six years, review the two policies and determine which one you prefer. The version you choose (be sure to indicate which version) 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
* Election of criteria (indicate which version of the unit’s promotion and tenure policy will pertain to your case)
* List of \_\_\_ qualified external reviewers: Qualified reviewers are scholars in your field (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 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 (maximum 6 pages)
* 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)
* Documentation of contributions to DEI, 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 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 you may not count any items included in your promotion dossier in your future sixth-year post tenure review (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>