**Unit/Department Head Notification for Career Faculty Annual or Triennial Reviews**

<DATE>

<CANDIDATE’S NAME>

<DEPARTMENT>

Dear <NAME>,

I am writing to let you know that you are due for a performance review this year and to give you information on the process and a timeline. Performance evaluation for career instructional faculty should occur each year for the first three years of employment and at least once every three years of employment after that period. Performance evaluation for career research faculty occurs annually. Your review period <is one year (AY20XX-20XX) OR covers three years (AY20XX-20XX, 20XX-XX, 20XX-XX)>.

Relevant Information from Article 19 of the CBA:

**Section 3.** **Performance Reviews.** Performance reviews for Career faculty are for the purpose of determining if the faculty member is meeting the standard of excellence appropriate to a Career instructional or Career research faculty member at an AAU institution based on their job duties. Performance reviews should be designed to help Career faculty members grow as educators, scholars, and researchers, as appropriate; identify areas of strength; and identify areas that need improvement associated with their position. Career performance reviews should include a stage-appropriate assessment of the likelihood of success in a subsequent promotion review. As part of performance reviews, supervisors of Career faculty members with a position description shall consult with as needed or at the request of those Career faculty members to keep the position description up to date as an accurate reflection of the position. Performance reviews shall consider any lack of resources necessary to the performance of professional responsibilities that were identified in previous workload discussions (Article 17, Section 3)

**Section 4.** **Performance Review Timing.**

**a.** Career instructional faculty will have a performance review each year for the first three years of their employment and at least once every three years thereafter (academic years for 9-month appointments and fiscal years for 12-month appointments). The three-year schedule is reset after a successful promotion or continuous employment review.

**b.** Career research faculty will have a performance review annually, which will also serve as the basis for distributions if a merit pool is agreed to in Article 26. All performance reviews conducted during the period of evaluation for merit shall be taken into account.

**c.** Performance reviews may take place out of cycle when a department or unit head has identified or become aware of performance problems and the dean’s office approves an out of cycle review. The department or unit head shall meet with the Career faculty member to discuss areas of concern and evaluate whether a formal out-of-cycle performance review or performance improvement plan (Section 6.e) is warranted. Nothing in this Article changes the process for addressing poor performance for funding-contingent faculty set forth in Article 16, Section 18.

**Section 5. Performance Review Period and Criteria.** Reviews will consider the Career bargaining unit faculty member’s performance since their last review. Career faculty members will be evaluated only by the criteria approved and made available to them. If the criteria have changed since their previous review, the faculty member must choose either the earlier or current set of criteria.

**Section 6. Performance Review Process.**

**a.** As part of each performance review, a Career faculty member will have an opportunity to submit a personal statement (no more than three pages) containing information relevant to their performance of assigned duties and responsibilities.

**b.** The review process will include an opportunity for the Career faculty member to discuss their efforts, performance, and goals or improvement opportunities with an appropriate supervisor, department, or unit head at least once during each review period.

**c.** Performance reviews must include a determination whether the Career faculty member meets or does not meet expectations in each of their assigned duties.

**d.** The supervisor, department, or unit head will summarize, in writing, any committee or peer review along with their own assessment and will communicate the results of the review and provide a copy of their summary in writing to the bargaining unit faculty member. The faculty member will have 10 days from the date of the receipt of the report to provide a response, which shall be appended to the completed performance review.

**e.** If the determination of the performance review is that the Career faculty member does not meet expectations in one or more of their assigned duties, the supervisor, department, or unit head will meet with the faculty member to discuss a performance improvement (development) plan, which will include written documentation of the areas for improvement, instructions to meet expectations in those areas, a timeline to carry out those instructions, and an explicit timeframe for assessing progress. The performance improvement plan will be signed by the supervisor, faculty member, and vice president, vice provost, dean, or director. If that follow-up progress assessment, which may be a performance review, determines that the Career faculty member still does not meet expectations in one or more of the assigned duties previously identified as areas of concern, that Career faculty member may be subject to layoff (Article 16, Section 12.a.).

You may also want to read the Provost’s Office guidance for the [career faculty evaluation process](https://provost.uoregon.edu/career-faculty-evaluation). Faculty report forms for annual or triennial reviews are available on the Provost’s Office [Guides, Forms, and Templates](https://provost.uoregon.edu/reviews/guides-forms-templates#career) webpage.

In order to conduct this review, I ask that you submit the following materials to me by <DATE>**:**

* <department list of materials required for career faculty review; all faculty are permitted to submit a personal statement if they wish>
* <Please also note if your unit policies require a teaching observation with this review.>

If applicable: I will also consult data from the Student Experience Surveys from your courses, and my assessment of teaching will consider student responses, peer teaching reviews, and your own statements and reflections about your teaching.

I will meet with you to discuss your review on <DATE>.

If you have questions about this performance review process, I would be happy to meet with you. I look forward to learning more about your work.

Sincerely,

<DEPARTMENT HEAD>