**Unit/Department Head Informal 3PTR Notification of Review Template**

<DATE>

<NAME>

<DEPARTMENT>

Dear <NAME>,

I am writing to inform you that you are due for your 3rd-year post-tenure review during the <20XX-XX> academic year, as required by the [Collective Bargaining Agreement (CBA)](https://www.uauoregon.org/cba/) with United Academics.

Relevant information from [Article 20 of the CBA](https://hr.uoregon.edu/ua-bargaining-agreement#tenure-review-and-promotion):

**Section 29.** Tenured bargaining unit faculty members at the rank of associate professor will have a third-year review in the third year following promotion and every three years thereafter until promotion to full professor. Tenured associate professors will not be required to complete a third-year review in a year when they are seeking a promotion to full professor. Following promotion, full professors will have alternating third-year reviews and major sixth-year post tenure reviews. [. . .]

**Section 30.** Third-Year Reviews. Third-year reviews will be informal reviews unless a department head and dean agree, or the Office of the Provost determines, that a formal review is necessary for the faculty member to meet expectations for a subsequent major review.

a. **Informal Third-Year Reviews.** The informal third-year review is conducted by the appropriate department or unit head with the bargaining unit faculty member. Informal review materials will typically consist of a curriculum vitae, personal statement, materials for the evaluation of teaching, and a sabbatical report (Section 33). As a result of the review, the department or unit head will prepare a statement and share it with the Dean and Office of the Provost for approval. The statement will then be shared with the bargaining unit faculty member, who may provide a written response within 10 business days of receiving the statement. The statement and any response will be placed in the bargaining unit faculty member’s personnel file. If the department or unit head and dean agree, or the Office of the Provost determines, that a formal review is necessary to meet expectations on a subsequent major review, they will initiate the Formal Review process below.

b. **Formal Third-Year Reviews.** The department or unit head will convene a faculty personnel committee (if one does not already exist in the department or unit) that will review a faculty member’s work in relation to the unit-level post-tenure review criteria, or the criteria in Section 38. The tenured department faculty with the same or higher rank will vote to endorse the committee’s report and recommendation. The department or unit head will write a separate report in light of the materials gathered and the faculty committee’s report and faculty vote. The department or unit head will meet with the faculty members and will provide a redacted copy of the head’s report. The faculty member will have 10 days from the date of the receipt of the report to provide responsive material or information, which shall be included in the evaluation file. These will be reviewed by the dean and the Office of the Provost. If the result of the review is to recommend that a development plan is required and the Office of the Provost agrees, then the head and faculty member will develop one to be approved by the Office of the Provost (Section 37).

You may also want to read the Provost’s Office guidance for the [tenure-related faculty evaluation process](https://provost.uoregon.edu/ttf-evaluation).

To conduct your review, I ask that you submit the following materials to me by <DATE>:

* Faculty Informal 3PTR Report (Find it on [Guides, Forms, Templates](https://provost.uoregon.edu/reviews/guides-forms-templates#3ptr))

Or,

* A current CV – signed and dated
* A summary statement of activities and accomplishments in the areas of research, teaching, service, and contributions to equity and inclusion. This statement should cover the relevant review period only. The suggested length is 1-2 pages.

Plus,

* Sabbatical report, if applicable.
* Any other materials you would like me to review.
* Note: Materials for the evaluation of teaching will be dependent on unit level policy requirements.

Please be sure to review the Guidance on Candidate Statements and CVs and utilize the CV template available on the Provost’s [guides, forms, and templates](https://provost.uoregon.edu/reviews/guides-forms-templates#3ptr) webpage. Please note that while you are not required to use the CV template, the principles outlined in the CV template are required.

If you have any questions about this or any part of the review process, I would be happy to talk with you. I look forward to learning more about your work. If I can do anything to support you this year, please let me know.

Sincerely,

<UNIT/DEPARTMENT HEAD/PROGRAM DIRECTOR>