**Midterm Review Notification from Unit/Department Head**

<DATE>

<NAME>

<DEPARTMENT>

Dear <NAME>,

I am writing to inform you that you are due for your midterm review during the <20XX-XX> academic year, as required by the Collective Bargaining Agreement (CBA). <COMMITTEE NAMES> will be serving as your midterm review committee.

So that the committee and I may conduct the review, I ask you to submit the materials stipulated in the CBA (see below) by <DATE>.

Relevant information on this review from Article 20 of the CBA includes the following:

**Mid-term Reviews**

**Section 10**. **Purpose, Outcomes and Appeals**. Mid-term reviews shall be an assessment of the bargaining unit faculty member’s progress toward tenure and should assist the faculty member’s development. The outcome of a mid-term review shall be either;

1. a contract until the end of the faculty member’s tenure and promotion review year, which allows for the possibility of identifying any concerns that should be addressed prior to consideration for promotion and tenure, as well as providing constructive feedback and appropriate support identified in the review; or
2. a one-year, terminal contract in rare cases where the review determines the faculty member will be unable to meet the unit-level criteria for tenure and promotion by the time that the tenure decision would otherwise be expected. Only a review decision resulting in a terminal contract may be appealed through the process specified in Article 21.

**Section 11. Timing.** Each tenure-track bargaining unit faculty member who has not received tenure will have a mid-term review approximately halfway between appointment and eligibility for tenure, except those appointed with a tenure review date three years or less from the time of their initial appointment (Article 16, Section 6). The timing of this review generally will be established at the time of appointment, in that this review will usually take place during the last year of the bargaining unit faculty member’s initial contract. A successful review is one prerequisite for contract renewal.

**Section 12. Mid-term Review Period.** The review will include all research, teaching, and service accomplished since the beginning of the faculty member’s employment in the current position in addition to other materials specified by the faculty member’s hiring agreement (Article 16). Leaves are considered consistent with Section 7.

**Section 13. Initiating the Mid-term Review.** To initiate the mid-term review process, the department or unit head or designee will contact the bargaining unit faculty member during the fall term of the year in which the review will take place and request the following:

a. **Election of Criteria:** The bargaining unit faculty member will be reviewed relative to the criteria in effect when their employment began. If the criteria have changed since the beginning of employment, the faculty member must choose either the earlier or current set of criteria.

b. **Curriculum vitae:** A comprehensive and current curriculum vitae that includes the faculty member’s current research, scholarly and creative activities and accomplishments, including publications, appointments, presentations, and similar activities.

c. **Scholarship portfolio:** A comprehensive portfolio of scholarship, research, and creative activity during the review period; and appropriate evidence of national or international recognition or impact.

d. **Personal statement:** A 3–6-page personal statement developed by the bargaining unit faculty member explaining how their provided material relate to the applicable unit-level criteria for tenure and promotion. The personal statement should expressly address the subjects of teaching; scholarship, research, and creative activity; service contributions to the academic department, center or institute, school or college, university, profession, and the community; and, as appropriate, contributions to diversity, equity, and inclusion.

e. **Teaching portfolio:** Representative examples of course syllabi or equivalent descriptions of course content and instructional expectations for courses taught by the bargaining unit faculty member, examples of class assignments and exams, information from student experience surveys, which will be considered in light of the response rate, and similar material.

f. **Service portfolio:** As applicable, evidence of the bargaining unit faculty member’s service contributions to their academic department, center or institute, school or college, university, profession, and the community. Such evidence could include white papers authored or co-authored by the faculty member, commendations, awards, op-ed pieces, and/or letters of appreciation. The portfolio may also include a short statement on the faculty member’s unique service experiences or obligations.

**Section 14. Department or Unit Head’s Role.** The department or unit head will obtain and place in the evaluation file copies of summary reports from the teaching evaluation process, including Student Experience Surveys. The file must also include one or more recent peer evaluations of the bargaining unit faculty member’s teaching that is aligned with the university-wide teaching standards established by the University Senate. Once the department or unit head has obtained all of the appropriate documents and information, they will establish a committee of tenured faculty and provide the committee with access to the documents and information. The department or unit head will then:

a. Obtain a report from the faculty committee including an assessment of the bargaining unit faculty member’s progress toward tenure and promotion; and

b. Prepare their own evaluation of the bargaining unit member’s progress toward tenure and promotion; and

c. Provide the department or unit head’s written report to the bargaining unit faculty member and allow the faculty member 14 days from the date of the receipt of the report to provide responsive material or information, which shall be included in the evaluation file; and

d. Submit the evaluation file to the appropriate dean.

If a department or unit has or develops a policy or practice of providing the report of the faculty committee to the bargaining unit faculty member, the department or unit head shall do so.

**Section 15. Dean’s Role.** The dean will review the file and may consult with appropriate persons and may obtain and document additional relevant information. Once the dean deems the file complete, they will prepare a separate report and recommendation. The dean will share their written report and recommendation with the bargaining unit faculty member and allow the candidate 14 business days from the date of receipt of the report to provide responsive material or information, which shall be included in the evaluation file. The dean then will submit a summary report including dean’s recommendation, department head’s recommendation, faculty committee report, and faculty member’s curriculum vitae, statement, and responsive material or information to the Provost or designee.

**Section 16. Provost’s Role.** The Provost or designee will consider the cumulative recommendations received from department faculty, the department or unit head, and the dean, and then will decide the terms and duration of any subsequent appointment of the bargaining unit faculty member. Upon Provost review, the summary report will be placed in the faculty member’s departmental or college personnel file and a decision conveyed in writing to the faculty member no later than June 5.

<INSERT ANY DEPARTMENT-SPECIFIC INFORMATION ABOUT MATERIAL HERE>

Please be sure to review the Guidance on Candidate Statements and CVs and utilize the CV template available on the [Provost’s resource page](https://provost.uoregon.edu/resource/reviews). Please note that use of the CV template is not required, but the principles and formatting suggestions are important to follow. 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>