**Unit/Department Head Notification Letter for Annual Review**

<NAME>

<UNIT/DEPARTMENT>

<DATE>

Dear <NAME>,

I am writing to let you know that you’ll be undergoing an annual review this year and to give you information and a timeline. The Collective Bargaining Agreement (CBA) with United Academics requires that all untenured tenure-track faculty undergo an annual review, except in the years of the midterm review and the promotion and tenure review. The purpose of the annual review is to give you advice about your strengths and weaknesses in the areas of research, teaching, and service -- the areas in which a judgment about tenure will eventually be made.

The annual review process is outlined in Article 20 of the CBA:

Section 10. Annual Pre-Tenure Reviews. Each tenure-track bargaining unit faculty member who has not received tenure and is not in the process of a tenure review will have an annual review conducted by the department or unit head or designee. These annual reviews provide an opportunity to evaluate the tenure-track bargaining unit faculty member’s performance and offer an opportunity to address problems and to support faculty members in their progress toward the mid-term and tenure reviews.

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

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

* an updated copy of your CV highlighting accomplishments since your last review or since arriving at UO
* a brief explanatory statement for any material that is not obvious from your CV
* copies of your syllabi

This is the first year we will use a new online system called Elements for compiling documents for faculty reviews.

To access Elements, go to [**uo.elements.symplectic.org**](https://uo.elements.symplectic.org/logout.html?com=no-session&returnurl=%2Fhomepage.html%3Fem%3Dfalse) . Click on Sign In and log on with your UO credentials and you’ll see your homepage. Since you will be undergoing review this year, you will see your review under “MY ACTIONS.” Click on the review and then “next” to follow the prompts for the various sections of the dossier. You’ll want to upload your CV in the CV section (as an attachment) and your statement in the Candidate Statement section.

You are welcome to add material to your Scholarly Activities, Sponsored Projects, Service, and Teaching sections in Elements. As you add material, Element’s version of your CV will take shape. For this first year of the Elements launch (2025-26), your uploaded CV is sufficient: You do not have to recreate your entire CV in Elements.

After reviewing your materials and consulting your recent peer teaching reviews, Student Experience Survey data from your courses, and (if applicable) your own statement and reflections about your teaching, I will write a report, which we will discuss and to which you may submit a written response. We will meet prior to <DATE>, which is when my report is due to the Dean’s Office.

Please be sure to review the Guidance on Candidate Statement and CV and utilize the CV template on the [Provost’s major review resource page](https://provost.uoregon.edu/resource/reviews), if desired. Use of the CV template is not required, but the principles and formatting suggestions are important to follow.

If you have questions about this process, I would be happy to meet with you to discuss them. 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>