COLLEGE OF ARCHITECTURE (COA) PROGRESS TOWARD TENURE (PTT) LETTER GUIDELINES

The Progress Toward Tenure (PTT) Letter follows the guidelines outlined in the University of Oklahoma (OU) Faculty Handbook or per the Provost from November 2013. These are:

"As provided in Sections 2.8.2(c) and 3.7.3(i) of the Faculty Handbook, every tenure-track faculty member is to be provided by the chair/director of the academic unit with an annual, written evaluation of performance prior to the applicable notification deadline for reappointment (March 1 in the first year, December 15 in the second year, and May 31 in the third and subsequent years.) Per policy, a copy of this letter is to be sent to the college dean. These letters have come to be called progress-toward-tenure letters and are distinctly different than the annual faculty evaluation completed for each faculty member for each calendar year. The progress-toward-tenure letter should reflect on the tenure track faculty member's cumulative accomplishments while employed at the University of Oklahoma in teaching, research/creative activity, and service.

As a supplement to the Faculty Handbook guidelines, the following are required:

1. The Associate Dean for Administration shall coordinate the PTT Letter process with the Dean, CoA Directors and Committee A to ensure that deadlines are established and met and the process is followed.

2. Each PTT letter shall be written by the Director of the faculty member's respective division within the CoA and shall serve as a proactive attempt to mentor the individual tenure-track candidate and help him or her to succeed. Constructive feedback should be a fundamental and a very strong component of this exercise. The letter shall be frank and honest about perceived problems in the candidate's performance. Specific guidance to reach performance expectations shall be outlined if needed.

3. The letter shall address teaching, research/creative and service activities. The letter shall not simply restate performance statistics or the candidate's achievements, but address the candidate's performance, including strengths and weaknesses. The letter shall indicate if necessary, in clear language, how and where performance varies from the tenure expectations of the division and the College. The letter should clearly indicate where progress toward tenure is sufficient or insufficient and what needs to be done before the tenure review year.

The letter shall indicate, if necessary, substantively different conclusions from those offered in the faculty member's most recent annual evaluation. If there are differences, the Director shall consult with the Committee A Chair and the division's Committee A representative. In such instances, the Committee A Chair and the division's Committee A representative shall also sign the PTT letter.

Each letter shall have a concluding paragraph that ties past tenure track performance with current performance and shall include suggestions for the remainder of the tenure track. This concluding paragraph may also discuss collegiality and how it affects the impact of the faculty member's efforts and the long-term mission of the division or CoA.

4. The following statement shall be included in the PTT letter introduction:

*The tenure and promotion vote is exercised by all tenured faculty of the College. Because the tenured faculty vote on tenure and promotion it is important that tenure-track faculty are proactive in receiving feedback and guidance for their teaching and research agenda from the tenured faculty and from their mentors.*

5. PTT letters shall utilize materials that faculty members have submitted for annual evaluations to the Director, as well as observations by the Director since the faculty member's appointment at OU. The Director shall retain a copy of each previous annual evaluation dossier as a reference to facilitate the cumulative perspective of the PTT process. The division annual evaluation criteria shall serve as the basis for these dossiers' content. Relevant materials and/or

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Adopted by Directors 06.04.2014
Approved by Dean June 4, 2014
Approved by Provost

[Signature]

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information not submitted prior to the most recent annual evaluation shall be submitted by the faculty member to the Director by no later than May 1 in cases recommending reappointment.

6. The PTT letter process and timeline below shall be followed in order to ensure a due and fair process. It is the Director's responsibility to adhere to the Provost's deadlines for Notice of Non-reappointment when required.
   • The Director shall prepare the initial PTT letter for each tenure-track faculty.
   • The Director shall consult with the appropriate members of Committee A as identified in part 2 if needed, allowing a minimum of three days to consider the letter draft and to either sign or propose reevaluation.
   • By no later than May 8, appropriate signatures shall be provided by the Director.
   • By no later than May 8, the final draft of the PTT letter shall be sent to the evaluated tenure track faculty member. This shall be no less than three days in advance of the scheduled review meeting between the tenure track faculty and Director. In cases where members of Committee A signed the PTT letter, those members shall also be present at the scheduled review meeting. As per the Provost guidelines, the faculty member shall refer to the most recent copy of the Promotion and Tenure Criteria and PTT Guidelines that will govern their tenure decision.
   • When the tenure track faculty member review meeting is complete, the signed PTT letter is submitted to the Dean by no later than May 15.

7. The Dean's review shall include the following steps.
   a. Upon receipt of the PTT letter, the Dean's review may require additional informational meetings or mediation that includes the appropriate members of Committee A, the Director and the tenure-track faculty member. The Dean or tenure-track faculty member may include final comments in an accompanying maximum one page response to the PTT letter.
   b. The Dean signs the PTT letter and forwards the final PTT letter to the individual tenure track faculty member, the Director and, if needed, appropriate Committee A members by May 30.
   c. The Dean submits the final PTT letter to the Provost by no later than the date posted on the Provost's website.

Adopted by Committee A
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