Guideline for Progress Toward Tenure Letters

College of Architecture/All Divisions

Progress Toward Tenure (PTT) Letter Writing Guideline

The Progress Toward Tenure (PTT) Letter follows the College process for annual faculty evaluations.

Each PTT letter should be written by the PTT evaluation committee 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 very strong component of this exercise. The letter has to be frank and honest about perceived problems in the candidate’s performance. Specific guidance should be given on how to reach performance expectations.

The letter will address three areas of evaluation, reflecting on teaching, research and service. The letter should not simply restate performance statistics or the candidate’s achievements. The letter should evaluate the candidate’s performance, letting the candidate know how the evaluation committee evaluates the candidate’s strengths and weaknesses. The letter will need to indicate in clear language how and where this performance varies from the tenure expectations of the division and the College. The letter clearly indicates where progress toward tenure is sufficient and/or what needs to be done before the tenure review year. Each letter will have a concluding paragraph that ties past tenure track performance together with the current performance discussed in the three areas of evaluation and will include longer term suggestion for the remainder of the tenure track. This concluding paragraph may also discuss collegiality.

The following statement is part of each PTT letter’s 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.

The following guideline has to be distributed to tenure track faculty every year together with the request to submit their material for their annual faculty evaluation.

1. The PTT Letters will utilize the material that faculty members have submitted to the Director for annual evaluations which include:
   a. A completed preliminary Summary Report of Annual Evaluation for the Calendar Year under review and Distribution of Effort for the Calendar Year under review.
   b. A one-page mini-vita articulating accomplishments for the calendar year under review.
   c. A brief statement of objectives and goals for the following Calendar Year.
   d. Copies of supporting materials such as, but not limited to, course syllabi, course handouts, acceptance letters, accepted papers and journal articles, reviews of publications, contracts signed, awards received, etc.
   e. Any outcomes assessment criteria used or generated by the Division.
2. The Committee A Chair will assign two members to the Director of each Division. Typically, one will be the member representing that Division and the other being any Guideline for other Committee A member. The two Committee A members, along with the Director, form the Evaluation Committee for that Division. This matches the composition and intent of Committee A in the evaluation process in most units on campus.

3. Evaluation Committee:
   a. The Director shall prepare the initial PTT letter for each tenure track faculty.
   b. The Evaluation Committee shall meet and review the PTT letter with emphasis on strength and weaknesses, overall fit with the Promotion and Tenure Criteria and the PTT Letter Guidelines. The Evaluation Committee will reach agreement by majority vote and will finalize the consensus letter. The PTT letter will be signed by all Evaluation Committee members.
   c. A copy of the PTT letter is sent to the evaluated tenure track faculty one week in advance of the scheduled review meeting. The Evaluation Committee will schedule and meet with the faculty member to review the PTT letter and expectations of the Division and the College. Such review meetings with the candidates should be held together with the Annual Faculty Evaluation meeting. These review sessions should be completed by March 1st. As per the Provost guidelines, the faculty member will also receive a copy of the Promotion and Tenure Criteria that will govern their tenure decision and a copy of the PTT Guidelines.
   d. When the tenure track faculty member/Evaluation Committee meeting is complete the signed PTT letter is sent to the Dean by March 15th.

4. Dean’s Review
   a. Once the PTT letter is submitted, the Dean's review may include additional meetings with Committee A, the Evaluation Committee, the Director or the faculty member. If mediation is necessary, the Dean may seek a meeting with the respective faculty and Evaluation Committee. The Dean or the tenure track faculty may include final comments or an accompanying maximum one page response to the PTT.
   b. The Dean signs the PTT letter and forwards the final PTT letter to individual faculty, respective Directors and Committee A by May 15.
   c. The Dean forwards the final PTT letter to the Provost by May 15th.