The UNIVERSITY of OKLAHOMA
Mewbourne College of Earth and Energy

TO: Chairs and Directors

FROM: Mike Stice
Dean

SUBJ: Progress-Toward-Tenure Letters

Norman campus policy requires that tenure-track faculty members be provided with a written evaluation of the faculty member’s cumulative performance in the areas of teaching, research and creative activity during each year in which they are in probationary status. The purpose of the review is to provide feedback to faculty members to the extent to which they are meeting the unit’s expectations for earning tenure.

The College requires that all progress toward tenure letters adhere to the format of the Provost (https://www.ou.edu/content/dam/provost/documents/Suggested-Template-for-Progress-Towards-Tenure%20.pdf)

The letter should provide an honest and frank evaluation as to how probationary faculty members are progressing the quantity and quality of their teaching, research/creative activity, and service relative to their stage in the tenure process. The letter should comment on the faculty member’s cumulative accomplishments during the probationary period. The letter should avoid making reference to shortening or extending the probationary period and should be accompanied by an attached copy of the criteria to which the faculty members will be evaluated during the tenure review (do not cut and paste the criteria into the letter).

The Mewbourne College of Earth and Energy requires that the progress toward tenure letter for all tenure-track faculty members in their third year represent a comprehensive review of their progress toward tenure. For faculty members on a shortened probationary period, the third-year review should be conducted at the mid-point of the probationary period. The review should result in a thorough evaluation by Committee A of the faculty member’s cumulative teaching, research/creative activity and service, including a summary of the previous annual evaluations and reports on any classrooms visits made by members of the faculty for the purpose of evaluating teaching.

As part of the third-year review, the faculty member should prepare a self-assessment that includes long-range research and teaching plans, an updated curriculum vitae, and copies of research/creative activity completed during the probationary period. Units may seek external letters of evaluation but that is not required for the third year review.

Copies of these letters and an attached copy of the department’s criteria must be submitted to the Dean’s Office by the last Friday in April. Please feel free to contact the MCEE Dean’s assistant if you have any questions about this procedures.
CHECKLIST FOR SUBMITTING ANNUAL EVALUATION MATERIAL

School Name: _____________________________  Contact Person: __________________________

Please submit this checklist and your materials to
Allison Richardson, Sarkeys Room 1510 by the first Monday in March.

_____ 1. An explanation of the evaluation process used by the department

_____ 2. A “Summary Report of Annual Faculty Evaluation” for each faculty member

_____ 3. A mini-vita for each faculty member

_____ 4. A two-page mini-vita for the department

_____ 5. Additional materials for Third Year Comprehensive Review (if applicable)
   o Self-assessment that includes long-range research and teaching plans
   o Copies of research/creative activity completed during the probationary period
   o External letters of evaluation (not required)