

DRAFT

Date

Name

Address

Address

Dear Professor _____:

The University of Oklahoma Norman Campus Post-Tenure Review Policy was approved by the OU Board of Regents on May 7, 1999. The Post-Tenure Review is a periodic peer-based evaluation of tenured faculty for the purpose of guiding career development. Each tenured faculty member will be reviewed in the fifth year after being awarded tenure or promotion, whichever is later, and every fifth year thereafter. This is formal notification that you will be undergoing a Post-Tenure Review during the Calendar Year 2009 annual faculty evaluation which will occur in Spring 2010.

The review will be conducted by the Committee A and Chair/Director of your academic unit unless another arrangement has been approved in writing by the Dean and the Senior Vice President and Provost. Components of the review shall consist of the annual evaluations and mini-vitae for the previous five years, a self-appraisal by the faculty member being reviewed, the faculty member's current complete curriculum vitae, sabbatical leave proposals and final reports, and the written and oral feedback provided to the faculty member by the PTR Committee. The Post-Tenure Review will be accomplished immediately following the completion of the CY2009 annual faculty evaluation process.

This evaluation process is structured to serve as a positive assessment instrument. I believe this procedure will provide extremely beneficial information that will assist with faculty development in the College of _____.

A complete copy of the Post-tenure Review Policy is enclosed for your information. If you have any questions, please do not hesitate to contact your Chair/Director or me.

Sincerely,

Name, Dean

College of _____

cc: Professor _____, Chair/Director of
Committee A, Department/School of
Dr. Nancy Mergler, Senior Vice President & Provost, Norman Campus