The UNIVERSITY of OKLAHOMA
Office of the Senior Vice President and Provost

MEMORANDUM

TO: Deans, Associate Deans, Chairs, and Directors – Norman Campus

FROM: André-Denis G. Wright
Senior Vice President and Provost, Norman Campus

DATE: October 29, 2026

SUBJECT: Progress Towards Tenure Letters

As provided in the Departmental Administration Policy and the Faculty Tenure – Norman Campus Policy, 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 towards tenure letters and are distinctly different from the annual faculty evaluation completed for each faculty member for each calendar year. The progress towards 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 and involve a thorough evaluation of the faculty member's progress toward tenure. Expectations for future performance should be clearly communicated to the faculty member in these letters. The letters should clearly indicate the number of years involved in the evaluation and percent distribution of the faculty workload to teaching, research and creative activity, and service.

The progress towards tenure letter should be guided by the academic unit's criteria for tenure and promotion. Please include a copy of the criteria by which the faculty member will be evaluated during the tenure decision in the progress towards tenure letter sent to the faculty member.

For faculty members with split appointments, refer to the Faculty Appointments Policy for the progress towards tenure letters. Attach any guidelines mutually agreed upon for the conditions of the appointment including criteria for tenure and promotion.

1) If the recommendation coming forward to the Senior Vice President and Provost will be for a non-reappointment during the probationary period, a letter from the Senior Vice President and Provost must be sent to the tenure-track faculty member by the following deadlines:

Date of Initial Appointment	Recommendations due to the Provost's Office	Required Date for Notification of Non-Reappointment	Last Day of Appointment	Amount of Notice Required by Policy
August 16, 2026	February 16, 2027	March 1, 2027	May 15, 2027	6 weeks prior
August 16, 2025	December 8, 2026	December 15, 2026	May 15, 2026	1 semester prior
August 16, 2024	May 18, 2027	May 31, 2027	May 15, 2028	1 year prior
August 16, 2023	May 18, 2027	May 31, 2027	May 15, 2028	1 year prior

Therefore, the recommendation from the chair/director and the dean should be received in the Provost's Office at least ten days prior to these non-reappointment deadlines.

2) For all other tenure-track faculty, the progress towards tenure letters should be received by the Provost's Office by July 1, 2027. Please submit progress towards tenure letters to facultyaffairs@ou.edu.

It is important that you, in your role as dean, carefully review these progress towards tenure letters and initial them upon review. Attached is a list of all probationary faculty members by college to assist deans in ensuring that all probationary faculty have received a progress towards tenure letter. Please contact Lizi Young, elizabeth.s.young@ou.edu, or Sarah Ellis, sjr@ou.edu, for any questions or corrections.

Thank you.

attachment

cc: Sarah Ellis, Vice Provost for Faculty
Lizi Young, Assistant Vice Provost for Faculty Affairs and Finance