



*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 Wright  
Senior Vice President and Provost 

Subject: Post Tenure Review

Date: November 20, 2023

Each tenured faculty member undergoes a cumulative performance review every five years after the faculty member was awarded tenure and/or promotion. Post tenure review is an opportunity for faculty members to assess their overall performance in the last five years and discuss plans for the next five-year period. Furthermore, the Post-tenure Review Committee has an opportunity to assess the faculty members' performance and to provide valuable feedback on their current research, teaching and leadership activities and future plans. The Faculty Handbook section 3.7.6 (c) states:

*“This self-appraisal should include an evaluation of his or her past performance in the areas of teaching, research, and creative/scholarly activity and professional and University service and public outreach; a statement of professional goals for the next five years; and an explicit discussion of how achieving those goals will advance his or her professional career and contribute to achieving the goals of the unit(s) to which he or she is appointed and the University as a whole. This document is not intended to be a contract but only a source of information to the Post-tenure Review Committee to assist it in helping the faculty member to develop professionally.”*

Please note that faculty members should receive “written and verbal feedback about how they are developing as professionals and how the Post-tenure Review Committee evaluates the professional goals of the faculty member in relation to the goals and mission of the unit and the University.” FHB 3.7.6 (E) **The Post-tenure Review Committee must schedule a meeting with the faculty member to provide feedback and discuss future plans within 30 days of the faculty member receiving the review.**

Attached is the most recent list of those scheduled for review in AY 2023. Please proceed with sending notification letters to those faculty members who are scheduled for post tenure review during Spring 2024. Also attached are the Post Tenure Review Check Sheet and a sample notification letter. These are also located on the Provost's web site under the Faculty Evaluation

Section of Provost Memos and Forms. **Post Tenure Review dossiers and recommendations for faculty in your college will be submitted to the Provost's Office using the Faculty Activity System Workflow and are due by May 24, 2024.**

All faculty members receiving a successful post tenure review in the immediate past academic year have their clocks reset five years forward.

Faculty departing an administrative appointment (e.g., Dean, Associate Dean, Chair/Director, Associate Chair/Director) have their post tenure review clock set three years forward. Faculty entering a 12 month administrative appointment have their post tenure review clock stopped.

Faculty scheduled for post tenure review in January 2024 who also are under consideration in 2023-24 for promotion may prepare only a promotion dossier and not a post tenure review dossier. However, if the faculty member does not achieve promotion, he or she will be required to prepare a post tenure review dossier in January 2025.

Faculty scheduled for post tenure review in 2024 who tender a resignation or retirement letter with a final day of employment on or prior to August 16, 2026 can be excused from the requirement to complete a post tenure review in 2024. The resignation or retirement letter will be forwarded to the Provost and processed through the OU Regents; verbal statements of intent to resign or retire are not sufficient to stop the post tenure review process.

Faculty approved for sabbatical leave (both full and half year) during the 2023-24 academic year, who are also scheduled for post tenure review in 2024, may choose to complete their post tenure review in 2024 or defer it to 2025, with approval of the department chair/director and dean. Faculty with approved sabbatical leave and post tenure review occurring this year (Aug. 2023 – May 2024) are included on the attached list. If the faculty member elects to defer the post tenure review until next year and this election is approved by the chair/director and dean, the dean should notify Megan Donaghe, [meganbird@ou.edu](mailto:meganbird@ou.edu), in the Provost's Office of the deferral.

Please let me know if you have any questions.

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