

CY 23 POST TENURE REVIEW CHECK SHEET

Faculty member's name _____

Academic Unit _____

SUMMARY OF OU EMPLOYMENT

Highest Degree earned _____
Degree Institution Date

First OU appointment _____
Month & Year Rank

Promotions & Titles _____

Prior Leaves _____

CHECK SHEET

PTR Committee's written evaluation

Statement of Self-Appraisal

A. Evaluating past 5 years

B. Plans for next 5 years

Copy of letter notifying faculty member of upcoming PTR in January 2024

Current *Curriculum Vita*

5 Year Summary of In Load Teaching [Use FAS Scheduled Teaching Report] **Annual**

Faculty Evaluations & Minivita

CY 2023

CY 2022

CY 2021

CY 2020

CY 2019

Proposals for and reports of prior sabbatical leaves for CY 2019-2023

Copies of any prior Professional Development Plans as a result of Post Tenure Review

Faculty member's signature

Date submitted

Faculty Member's Name

Information to be completed by the Academic Unit

Members of the Post Tenure Review Committee (Committee A)

<i>Name</i>	<i>Signature</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

We, the PTR Committee, have provided this faculty member with the **enclosed, dated feedback** on this PTR within 30 days of completing our review of this dossier.

We, the PTR Committee, have met with this faculty member to provide verbal feedback on this PTR within 30 days of receipt of the written feedback.

We, the PTR Committee, have evaluated this faculty as

(Check one) [**MEETING** / **NOT MEETING**] **expectations and**

(Check one) [**ARE NOT** / **ARE**] **requiring**

this faculty member to complete a professional development plan. Any member of the PTR may provide a minority opinion contrary to the consensus of the PTR Committee.

Please attach a **dated** copy of the written feedback provided by the PTR to the faculty member; as well as any minority reports.

Post Tenure Review dossier items will be submitted using the Faculty Activity System (FAS) Workflow. Forward one copy of the PTR dossier, written feedback and checksheet to the Chair/Director of the faculty member's academic unit who will review and forward to the Dean, who will review and forward to the Senior Vice President and Provost.

Chair/Director's signature endorsing completion of PTR outcome

Date

Dean's signature endorsing completion of the PTR outcome

Date

Senior Vice President & Provost's signature endorsing completion of PTR outcome

Date

[use only if PTR outcome indicates faculty member is not meeting expectations]

TIMELINE of PROFESSIONAL DEVELOPMENT PLAN

“A Professional development plan is intended to assist a faculty member whose performance is not meeting expectations to bring his or her performance up to the expected level. Participation in a professional development plan is mandatory for faculty members who, during post-tenure review, are found not to meet the expectations for faculty performance, as described in Section 3.7.6 (F.) of the Norman Campus Faculty Handbook

TIMELINE

- _____ A. Date of notification that faculty member would be going through PTR.
- _____ B. Deadline for submission of PTR to Committee A.
- _____ C. Date PTR dossier was submitted to Committee A by faculty member.
- _____ D. Date Committee A completed evaluation of dossier.
- _____ E. Date written feedback of PTR was provided to faculty member indicating failure to meet expectations.
- _____ F. Date of scheduled meeting with PTR for verbal feedback
(must be within 30 days of date written feedback was provided)
- _____ G. Deadline to submit a draft professional development plan to PTR committee
(must be within 30 calendar days of date of scheduled meeting with PTR committee wherein verbal feedback was provided).
- _____ H. Deadline for final professional development plan to be submitted to budget dean
(must be within 60 calendar days of E and 30 calendar days of F)
- _____ I. Date of dean’s written notification of approval (or not) of the draft of the professional development plan. If not approved, the faculty member and the PTR Committee should repeat steps F and G. The Dean should send a copy of the approved plan and timeline to the Senior Vice President & Provost to be filed in the faculty member’s personnel file.
- _____ J. Date of meeting between PTR Committee and faculty member to review and explain contents of approved plan, including the expected timeline, and the consequences to the faculty member of failure to attain goals of the plan. Either the faculty member or the Dean may request a representative from the Provost’s Office be present at this meeting.
- _____ K. Date to determine success or failure of the plan (this date must be two full evaluation cycles following the date the Professional Plan is approved - Jan 2025 in most cases for a plan developed during Spring 2024. Thus Calendar years _____ and _____ would be the 2 full evaluation cycles).