

Template for Progress Toward Tenure (PTT) Letters:

1. An introductory paragraph to the faculty member stating that this progress towards tenure letter provides assessment of faculty member's cumulative performance during the probationary period at OU in the areas of teaching, research and creative activity, and service. It is best to note the number of years remaining in the probationary period and the timeline for consideration for tenure. It is also helpful to note the percentage of effort expected in each of the categories. Provide a statement that this letter serves as an assessment of the faculty member's performance to date by the academic chair/director (or Committee A). Mention the current distribution of effort.
2. Refer the faculty member the University Faculty Handbook Section 3.7.4 for the general guidelines and criteria for tenure. Provide the guidelines for the unit's criteria for tenure in effect for the faculty member as an attachment to the letter. For a split appointment, one set of guidelines applicable to the faculty member should be attached. If there is no such guideline, the respective units should get together and work on a guideline for promotion and tenure under the split appointment.
3. In three separate sections, discuss the faculty member's cumulative performance in the areas of teaching, research and creative activity, and service while noting the average percent effort invested in each category. Evaluate separately and clearly how the faculty member is progressing toward the expectations articulated in the unit's policy, in each area. Specificity and clarity in describing activities and the extent to which the activities match or fail to match expectations is essential.
 - a. Teaching: All factors that go into teaching performance should be evaluated. Examples are: student feedback on instructor's effectiveness, professional development activities to improve teaching performance, course designs/revisions and efforts to assess student learning, undergraduate and graduate research supervision. Peer evaluations are encouraged.
 - b. Research: All factors that go into evaluating research performance should be discussed. Examples are quantity and quality of scholarly and creative activity such as peer-reviewed publications, external funding effort and success, demonstrated effort and success in leading/serving on interdisciplinary and/or collaborative research projects and proposals, professional development activities related to scholarly activities, and notable awards, fellowships, and recognitions, internal funding received to start new projects.
 - c. Service: Describe participation in international, national, regional, university, college, and unit level activities and in what ways formal or informal service activity impacts the department, college, university, or community.
4. A summary statement, at the end, clearly stating areas where the progress towards tenure are satisfactory, needs improvement, or unsatisfactory. Point out areas of concern, if any, and reasons why they are viewed as areas of concern, as well as actions that should be taken to address these concerns.
5. Each letter should be signed by the chair/director of the academic unit (or Committee A) and forwarded to the dean for review and submittal to the Provost.