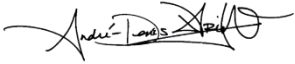




The UNIVERSITY of OKLAHOMA.
Office of the Senior Vice President and Provost

MEMORANDUM

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

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

DATE: December 3, 2024

SUBJECT: Post-Tenure Review Deadlines

As noted in the memo from November 21, 2024, the University of Oklahoma Board of Regents approved an updated policy for post-tenure review ([BOR 5.1.3.4](#)). The policy updates include the types of review a faculty member must complete and the timing of reviews, i.e., adding the conditions by which a review can be prompted. I strongly encourage all administrators and faculty involved in the post-tenure review process to thoroughly read the updated policy.

Attached is the list of faculty who are scheduled for review in 2024-25. Please proceed with sending notification letters to those faculty members who are scheduled for post-tenure review during Spring 2025.

- All faculty scheduled for review in Spring 2025 will be set up in the Faculty Activity System to complete a streamlined review.
- **Units will need to notify their Dean and the Provost's Office (facultyaffairs@ou.edu) no later than April 1, 2025, if a faculty member scheduled for review needs to complete a comprehensive review.**

In addition, faculty who are not scheduled for a post-tenure review will be required to complete a prompted review if the faculty member has received two or more scores below “meets expectations” on any component, or combination of components, of their annual evaluations (provided that each score represents a component that counts for 10% or more of the faculty members distribution of effort during the year for which they received the score).

- All post-tenure reviews that are prompted, as opposed to scheduled, must be comprehensive.
- Prompted post-tenure reviews cannot be deferred.
- **Units will need to notify their Dean and the Provost's Office (facultyaffairs@ou.edu), as well as the faculty member, no later than April 1, 2025, if a faculty member must complete a prompted review.**

For the following reasons, post-tenure reviews scheduled for faculty may be deferred or cancelled:

- Faculty scheduled for post-tenure review in January 2025 who also are under consideration in 2024-25 for promotion may prepare only a promotion dossier and not a post-tenure review dossier. However, if the faculty member does not achieve promotion, the faculty member will be required to prepare a post-tenure review dossier in January 2026.
- Faculty scheduled for post-tenure review in 2025 who tender a resignation or retirement letter with a final day of employment on or prior to August 16, 2027, can be excused from the requirement to complete a post-tenure review in 2025. The resignation or retirement letter will be forwarded to the Provost and processed through the University of Oklahoma Board of 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 2024-25 academic year, who are also scheduled for post-tenure review in 2025, may choose to complete their post-tenure review in 2025 or defer it to 2026, with approval of the department chair/director and dean. Faculty with approved sabbatical leave and post-tenure review occurring this academic year (August 2024 – May 2025) are included on the attached list.
- If the faculty member elects to defer the post-tenure review until next year, and if this election is approved by the chair/director and dean, the dean should notify the Provost's office (facultyaffairs@ou.edu) of the deferral.

Please proceed with sending notification letters to those faculty members who are scheduled for post-tenure review during Spring 2025. Also attached is a sample notification letter. This is also located on the Provost's website 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 23, 2025.**

If you have questions, please contact Vice Provost for Faculty Sarah Ellis, sjr@ou.edu.

ADW: se

attachments