DRAFT

Date

Name

Address

Address

Dear Professor :

The University of Oklahoma Norman Campus Post-Tenure Review Policy was first approved by the OU Board of Regents on May 7, 1999; updates to the policy were approved at June 2024 meeting. The Post-Tenure Review is a periodic peer-based evaluation of tenured faculty for the purpose of guiding and supporting career development. Each tenured faculty member will be reviewed in the fifth year after being awarded tenure or promotion, whichever is later, and every fifth year thereafter. In addition, a “prompted post-tenure review shall be initiated when the faculty member receives two or more scores below ‘meets expectations’ on any component (Teaching, Research, Service), or combination of components, of their annual evaluation, provided that each score represents a component that counts for 10% or more of the faculty member’s distribution of effort during the year for which they received the score.”

This is formal notification that you will be undergoing a Post-Tenure Review after the Calendar Year 2024 annual faculty evaluation, which will occur in Spring 2025. The review will be conducted by the Committee A and Chair/Director of your academic unit unless another arrangement has been approved in writing by the Dean and the Senior Vice President and Provost.

Faculty members who have received “meets expectations” or above on each category of their annual evaluation for five consecutive years will undergo a **streamlined review**. If a faculty member has received one or more “does not meet expectations” or lower in any category of their annual evaluation since their last post-tenure review, or if the review is prompted, the faculty member will undergo a **comprehensive** **review**.

Components of the **streamlined review** shall consist of the following:

* the annual evaluations and mini vitae for the previous five years,
* a current complete curriculum vitae, and
* a one-page written statement by the faculty member being reviewed.

Components of the **comprehensive review** shall consist of the following:

* annual evaluations and mini vitae for the previous five years,
* the faculty member’s current complete curriculum vitae,
* a self-appraisal by the faculty member being reviewed,
* sabbatical leave final reports, and
* the written feedback from the faculty member’s previous post-tenure review, and
* previous professional development plans and final reports, if any.

The Post-Tenure Review will be accomplished immediately following the completion of the CY2024 annual faculty evaluation process. All Post Tenure Review dossier items will be submitted to the Post Tenure Review Committee using the Faculty Activity System (FAS) Workflow. Instructions for FAS Workflow submission will be sent to all faculty scheduled for review.

This evaluation process is structured to serve as a positive assessment instrument. I believe this procedure will provide extremely beneficial information that will assist with faculty development in the College of .

The [Post-tenure Review Policy is available online](https://universityok.navexone.com/content/dotNet/documents/?docid=81&app=pt&source=browse&public=true). If you have any questions, please do not hesitate to contact your Chair/Director or me.

Sincerely, Name, Dean

College of

cc: Professor , Chair/Director of Committee A, Department/School of

André-Denis Wright, Senior Vice President and Provost, Norman Campus