***TEMPLATE 1 of 2***

***Dean’s Assessment following Department PTR/Head (See REG 05.20.04, Sections 5.8-5.9)***

Date

MEMORANDUM

To: [NAME, FACULTY UNDER REVIEW]

From: [NAME, DEAN]

CC: [NAME], Department Head, [DEPARTMENT]

[NAME], Chair, [DEPARTMENT] Post-Tenure Review Committee

 File

Subject: Post-Tenure Review [RESULT / STATUS]

In accordance with REG 05.20.04 on Post-Tenure Review of Faculty, I have reviewed the materials you submitted as well as the assessments of the [DEPARTMENT] PTR Committee and Department Head regarding your post-tenure review.

***RESULT IF DEAN CONCURS WITH BOTH DH/PTR COMMITTEE***: I concur with their findings that your performance [MEETS EXPECATATIONS / DOES NOT MEET EXPECTATIONS].

[*If DH and/or PTR Committee recommended “exceeds expectations” and Dean agrees*: I additionally recognize your performance as exceeding expectations of our department and college standards. This recognition is reserved for only the most exceptional performance.]

[INCLUDE 2-3 SENTENCE OVERALL ASSESSMENT OF HOW THE REALMS WERE MET / EXCEEDED / NOT MET ACCORDING TO DEPARTMENT STANDARDS.]

[*If meets*: Congratulations and thank you for the meaningful contributions you make to our college. This concludes your post-tenure review cycle. The next post-tenure review shall not occur in fewer than five years.]

[*If does not meet*: Your department head will contact you to prepare a written performance plan and to discuss how progress will be monitored. I look forward to hearing of your continued progress.]

***STATUS IF DEAN DOES NOT CONCUR WITH DH/PTR COMMITTEE/BOTH***: I do not concur with the finding of the [PTR COMMITTEE / DEPARTMENT HEAD / PTR COMMITTEE AND DEPARTMENT HEAD] that your performance during this post-tenure review period [MEETS EXPECTATIONS / DOES NOT MEET EXPECTATIONS].

[INCLUDE 2-3 SENTENCE OVERALL ASSESSMENT OF HOW THE REALMS WERE MET / EXCEEDED / NOT MET ACCORDING TO DEPARTMENT STANDARDS.]

Because my assessment differs from that of the [PTR COMMITTEE / DEPARTMENT HEAD / PTR COMMITTEE AND DEPARTMENT HEAD], I am providing your post-tenure review materials and assessments to the College PTR Committee for its independent assessment.

***TEMPLATE 2 of 2***

***Dean’s Assessment following College PTR Committee (See REG 05.20.04, Sections 6.3-6.4)***

Date

MEMORANDUM

To: [NAME, FACULTY UNDER REVIEW]

From: [NAME, DEAN]

CC: [NAME], Chair, [COLLEGE] Post-Tenure Review Committee

[NAME], Department Head, [DEPARTMENT]

[NAME], Chair, [DEPARTMENT] Post-Tenure Review Committee

[NAME], Provost

 File

Subject: Post-Tenure Review [RESULT / STATUS]

In accordance with REG 05.20.04 on Post-Tenure Review of Faculty, I have reviewed the assessment of the College PTR Committee regarding your post-tenure review.

***RESULT IF DEAN CONCURS WITH COLLEGE PTR COMMITTEE***: I concur with the College PTR Committee finding that your performance during this post-tenure review period [MEETS EXPECTATIONS / DOES NOT MEET EXPECTATIONS].

[*If DH and/or PTR Committee recommended “exceeds expectations” and Dean agrees*: I additionally recognize your performance as exceeding expectations of our department and college standards. This recognition is reserved for only the most exceptional performance.]

[INCLUDE 2-3 SENTENCE OVERALL ASSESSMENT OF HOW THE REALMS WERE MET / EXCEEDED / NOT MET ACCORDING TO DEPARTMENT STANDARDS.]

[*If meets*: Congratulations and thank you for the meaningful contributions you make to our college. This concludes your post-tenure review cycle. The next post-tenure review shall not occur in fewer than five years.]

[*If does not meet*: Your department head will contact you to prepare a written performance plan and to discuss how progress will be monitored. I look forward to hearing of your continued progress.]

***STATUS IF DEAN DOES NOT CONCUR WITH COLLEGE PTR COMMITTEE***: I do not concur with the finding of the College PTR Committee that your performance during this post-tenure review period [MEETS EXPECTATIONS / DOES NOT MEET EXPECTATIONS].

[INCLUDE 2-3 SENTENCE OVERALL ASSESSMENT OF HOW THE REALMS WERE MET / EXCEEDED / NOT MET ACCORDING TO DEPARTMENT STANDARDS.]

Because my assessment differs from that of the College PTR Committee, I am providing your post-tenure review materials and all assessments to the Provost for an independent assessment.