***Department Head / Department Assessment (See REG 05.20.04, Sections 5.5-5.7)***

Date

MEMORANDUM

To: [NAME, FACULTY UNDER REVIEW]

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

CC: [NAME], Dean, [COLLEGE]

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

File

Subject: Post-Tenure Review – Department Assessment

In accordance with REG 05.20.04 on Post-Tenure Review of Faculty, the department’s post-tenure review committee evaluated materials submitted for your post-tenure review. I then independently evaluated these materials using the standards found in our department rule, [RULE CITATION], and college rule, [RULE CITATION] on post-tenure review.

***IF DH / PTR COMMITTEE CONCUR***: I concur with the PTR committee finding that your performance [MEETS EXPECTATIONS / DOES NOT MEET EXPECTATIONS]. At this point, the Dean will be provided with your post-tenure review materials and department assessments in order to make an independent assessment.

[*If recommending “exceeds expectations”*: I additionally recommend to the Dean that your performance during this review period be considered for designation by the Dean as exceeding expectations of our department and college standards.]

***IF DH / PTR COMMITTEE DO NOT CONCUR***: I do not concur with the PTR committee finding that your performance during this post-tenure review period [MEETS EXPECTATIONS / DOES NOT MEET EXPECTATIONS]. Because my assessment differs from the PTR committee, the Dean will complete an independent assessment and then provide your post-tenure review materials and assessments to the College PTR Committee for its independent assessment.

In reaching my independent determination, I assessed your performance in the following realms of responsibility:

[INCLUDE OR REMOVE REALMS AS APPROPRIATE. STATE WHETHER EACH REALM WAS MET/ EXCEEDED / NOT MET, FOLLOWED BY A 1-2 SENTENCE ASSESSMENT OF HOW THE REALM WAS MET / EXCEEDED / NOT MET ACCORDING TO DEPARTMENT STANDARDS.]

* Teaching and Mentoring of Undergraduate and Graduate Students
* Discovery of Knowledge through Discipline-Guided Inquiry
* Creative Artistry and Literature
* Technological and Managerial Innovation
* Extension and Engagement with Constituencies outside the University
* Service in Professional Societies and Service and Engagement within the University itself

[INCLUDE RECOMMENDATIONS / CONSIDERATIONS THAT REQUIRE FOCUS, ATTENTION, AND/OR DEPARTMENT COMMITMENT AHEAD OF NEXT REVIEW.]

Although not required, you may provide a written response to either the PTR Committee assessment, my assessment, or both. A response is an opportunity to correct any factual errors in our assessments or to provide relevant updates since the time the review process began (e.g. new publications, grants awarded, etc.). Although any written response will become part of your post-tenure review record, submitting a response by [DATE] will ensure that it is included with your post-tenure review materials as the current evaluation process moves forward.

[ATTACH PTR COMMITTEE MEMO]