***Department PTR Committee Assessment (See REG 05.20.04, Section 5.4)***

Date

MEMORANDUM

To: [NAME, FACULTY UNDER REVIEW]

From: [NAME]

Chair, [DEPARTMENT] Post-Tenure Review Committee

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

File

Subject: Post-Tenure Review – PTR Committee Assessment

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

With a committee vote of [# FOR] to [# AGAINST], we find that your performance during this review period [MEETS EXPECTATIONS / DOES NOT MEET EXPECTATIONS].

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

In reaching our overall determination, we assessed your performance in the following realms of responsibility:

[INCLUDE OR REMOVE REALMS AS APPROPRIATE PER SME. 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.]