

## College of Architecture Progress Toward Tenure Letter Guidelines

### Part I: Criteria

- A. The Progress Toward Tenure (PTT) Letter shall follow the guidelines outlined in the University of Oklahoma (OU) Faculty Handbook, the annual Provost Progress-Towards-Tenure Letters Memorandum and Template for Progress Toward Tenure Letters and these guidelines. As per the Provost guidelines, the faculty member and director shall refer to the Promotion and Tenure Criteria, and PTT Guidelines that will govern their tenure decision. It is the Director's responsibility to adhere to the provost's deadlines for Notice of Non-reappointment.

As provided in Sections 2.8.2(c) and 3.7.3(i) of the Faculty Handbook, every tenure-track faculty member is to be provided by the chair/director of the academic unit with an annual, written evaluation of performance prior to the applicable notification deadline for reappointment (March 1 in the first year, December 15 in the second year, and May 31 in the third and subsequent years.) Per policy, a copy of this letter is to be sent to the college dean. These letters have come to be called progress-toward-tenure letters and are distinctly different than the annual faculty evaluation completed for each faculty member for each calendar year. The progress-toward-tenure letter should reflect on the tenure track faculty member's cumulative accomplishments while employed at the University of Oklahoma in teaching, research/creative activity, and service.

- B. The Associate Dean for Administration shall coordinate the PTT Letter process with the Dean, CoA Directors, Committee A members and faculty members to ensure that the process is followed and deadlines are met.
- C. The PTT letter shall be written by the faculty member's respective division Director and shall serve as a proactive attempt to mentor the individual tenure-track candidate and help him or her to succeed. Constructive feedback should be a fundamental and a very strong component of the evaluation. The letter shall be frank and honest about perceived problems in the candidate's performance. Specific guidance to reach performance expectations shall be outlined if needed.
- D. The letter shall address teaching, research/creative and service activities. The letter shall not simply restate performance statistics or the candidate's achievements, but address the candidate's performance, including strengths and weaknesses. The letter shall indicate if necessary, in clear language, how and where performance varies from the tenure expectations of the division and the College. The letter should clearly indicate where progress toward tenure is sufficient or insufficient and what needs to be done before the tenure review year.
- E. In addition to Provost - requested content, each letter shall include the following:
- Specific performance suggestions for the remainder of the probation period.
  - A statement addressing the faculty member's compliance with the CoA Tenure-Track Faculty Mentoring Program.
  - The following statement: *The tenure and promotion vote is exercised by all tenured faculty of the College. Because the tenured faculty vote on tenure and promotion it is important that tenure-track faculty are proactive in receiving feedback and guidance for their teaching and research agenda from the tenured faculty and from their mentors.*
- F. PTT letters shall utilize materials that faculty members have submitted for annual evaluations to the Director, updated information for the Spring semester not submitted for the most recent annual evaluation, as well as observations by the Director since the faculty member's appointment at OU. The Director shall retain a copy of each previous annual evaluation dossier as a reference to facilitate the cumulative perspective of the PTT process. The division annual evaluation criteria shall serve as the basis for these dossiers' content.

**Adopted by Committee A with revisions 11/10/15**

**Adopted by Directors 10/27/2015**

**Approved by Dean 10/27/2015**

**Approved by Provost 12/18/2015**

- G. If the PTT letter differs substantively from the faculty member’s most recent annual evaluation, the Director shall consult with the Committee A Evaluation Committee Representatives regarding the reasons for the difference. If this meeting is required, the Committee A Evaluation Committee Representatives shall also sign the PTT letter.

**Part II: Process**

1. Relevant materials and/or information not submitted prior to the most recent annual evaluation shall be submitted by the faculty member to the Director by no later than **April 10** in cases of reappointment.
2. The director shall annually prepare a PTT letter draft for each tenure-track faculty member in the division by no later than **April 15**.
3. The director shall share this draft with the other annual evaluation committee members. Should a committee member disagree with the letter, then the committee shall meet and discuss the letter. Using input from this meeting, the director shall revise the letter draft as is appropriate.
4. This letter draft shall be shared with the respective faculty member by no later than **April 22**.
5. If desired, the faculty member may meet with the director by no later than **April 29** to discuss the letter and verify included factual content. The other members of the evaluation committee shall attend this meeting, if requested by the faculty member, but otherwise are not required to do so.
6. After this meeting the director shall finalize the letter as is necessary.
7. This draft is signed by the director and the two Committee A members. Once these signatures are secured, the letter is considered final.
8. The signed letter is shared with the faculty member. He/she shall sign the letter acknowledging review of the letter. The faculty member shall also indicate if they agree or disagree with the letter and if they are attaching a response. The signed letter and a maximum one-page faculty member response, if desired, shall be returned to the director by no later than **May 06**. If the faculty member desires to do so, he/she may schedule a meeting with the Dean after **May 08**, but before **May 15** to discuss the letter.
9. The letter and faculty response (if included) shall be submitted to the dean by the director no later than **May 08**.
10. If desired, the dean may request additional information and/or a meeting that might include the director, other evaluation committee members and the faculty member. The dean signs the letter acknowledging review of the letter. The dean may include a maximum one page response to be attached to the letter if desired.
11. The dean copies the letter and any responses to the faculty member and director by **May 15**.
12. The dean submits the letter and any responses to the provost no later than the date included in the annual Provost Progress-Towards-Tenure Letters Memorandum.

<b>April</b>					<b>10</b>	<b>11</b>	
	12	13	14	<b>15</b>	16	17	
	19	20	21	<b>22</b>	23	24	
	26	27	28	<b>29</b>	30		
<b>May</b>						1	2
	3	4	5	<b>6</b>	7	<b>8</b>	
	10	11	12	13	14	<b>15</b>	
	17	18	19	20	21	22	

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