<Name>

<Department>

<date>

Dear <name>,

This is to inform you that you are due for your 3rd-year post-tenure review during the 2019-20 academic year, as required by the Collective Bargaining Agreement (CBA) with United Academics.

Here is the relevant information from Article 20 of the CBA:

**Section 30. Third-Year Review.** Tenured bargaining unit faculty members will have an interim review in the third year following promotion and a sixth-year major post-tenure review. The three-year review is conducted jointly by the bargaining unit faculty member and the appropriate department or unit head. As a result of the review, the department or unit head will prepare a brief statement and share it with the bargaining unit faculty member, who may respond in writing. The statement and any response will be placed in the bargaining unit faculty member’s personnel file.

In order to conduct your review, I ask that you submit the following materials to me by **December 6, 2019**:

* A current CV
* A summary statement of activities and accomplishments in the areas of research, teaching, service, and contributions to equity and inclusion. This statement should cover the past three years.
* Any other materials you would like me to consider.

I will meet with you to discuss your review before it is due to the Dean’s Office on **April 8, 2020**.

If you have questions about the post-tenure review process, I am happy to speak to you. I look forward to learning more about your work.

Sincerely,

<Department head>