<Name>

<Department>

<date>

Dear <name>,

This is to inform you that you are due for your 6th-year post-tenure review during the 2019-20 academic year, as required by the Collective Bargaining Agreement (CBA) with United Academics. <Committee names> will serve as your post-tenure review committee. The committee will review materials you submit and observe your teaching during Winter term. Please submit the materials stipulated in the CBA to the committee by **December 6, 2019**.

The review committee will submit a report to me, and I will meet with you to discuss it before my report is due to CAS on **April 8, 2020**.

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

**Section 31. Sixth-Year Review.** Tenured bargaining unit faculty members will have a review in the sixth year following a promotion or a sixth-year post-tenure review.

**Section 32. Initiating the Sixth-Year Review.** To initiate the review process, the department head, unit head or designee will contact the bargaining unit faculty member during the fall term of the year in which the review will take place and request the following:

* Curriculum vitae: A comprehensive and current curriculum vitae that includes the faculty member’s current research, scholarly, and creative activities and accomplishments, including publications, appointments, presentations and similar activities.
* Personal statement: A 3-6-page personal statement developed by the bargaining unit faculty member evaluating [their] performance measured against the applicable criteria for tenure and promotion. The personal statement should expressly address the subjects of teaching; scholarship, research, and creative activity; and service contributions to the academic department, center or institute, school or college, university, profession, and the community. The statement should also include discussion of contributions to institutional equity and inclusion.
* Sabbatical portfolio: A report of the accomplishments and benefits resulting from sabbatical, if applicable.

The department will provide the committee with Continuous Improvement and Evaluation of Teaching data from your courses, and all assessments of teaching will consider student responses, peer reviews, and your own statements and reflections about your teaching.

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>