

SAMPLE LETTER FOR CHAIR/DIRECTOR (with copy to candidate)

Date: March (of each year)
To: Department Chair/Director
From: College of Liberal Arts, Dean's Office
Subject: Post-Tenure Review

Our records indicate that **Faculty** is due for Post-Tenure Review. Please ensure that the candidate submits all PTR documentation to the departmental PTR committee by **September 1st**.

The candidate's Post Tenure Review portfolio should include the following:

- Current curriculum vitae
- 1-2 page statement that summarizes accomplishments and goals
- Annual PAR evaluations for the previous six years
(Just the evaluation with Chairs and Dean's comments, not the PAR submitted by faculty)
- Student teaching evaluations
- Peer evaluation

The post-tenure review will be administered through Digital Measures Workflow, and Tami Keating (Director of Academic Personnel) or Didier Hernandez (Director of Faculty Activity Reporting) will reach out with additional information, as we get closer to the review period. The Provost Office will notify everyone once the dates are set for the rest of the process and they will be posted on their website.

Please email Ms. Keating (tlkeating@utep.edu), Mr. Hernandez (dhbizouam@utep.edu) and Estella Estrada (eeestrada@utep.edu) confirming that the above faculty member is due for PTR and listing the names of the faculty members on the departmental PTR committee by August 1st.

Thank you.

XC: Faculty