

# Guidelines - TPR Review Letters

## External Review Letters

Required for tenure and/or promotion cases.

Letters should not be shared with faculty undergoing review or those not reviewing the case.

- Letter writers are told their letter is kept confidential to the extent permitted by law. This is stated so the letter is an honest representation of their review.
- At least five letters are required.

## Unit TPR Committee Review Memo/Letter

Required for

- Promotions (instructional-track faculty & tenure/tenure-track faculty).
- Major reviews (tenure-track).
- Interim reviews (tenure-track) if specified in the unit procedures.
- Instructional track faculty reappointment reviews.

Memo/letter should not be shared with faculty undergoing review or outside the TPR committee. The letter is included in the dossier when it moves to the next stages of review.

- TPR work and review letters/memos from peers within a unit remain confidential.

## Chair Review Memo/Letter

Required for

- Promotions (instructional-track faculty & tenure/tenure-track faculty).
- Major reviews (tenure-track).
- Interim reviews (tenure-track).
- Instructional track faculty reappointment reviews.

Memo/letter is not shared with faculty undergoing review. Portions of the letter may be used in the annual formative review process, but should not reference the TPR committee recommendation or any comments of external reviewers. The chair may choose to provide a separate memo to the faculty undergoing review (tenure/tenure-track promotions and major reviews) indicating what their recommendation is when the dossier moves to the next stage of review.

## College TPR Committee Review Memo/Letter

Required for

- Promotions (tenure/tenure-track faculty).

Memo/letter should not be shared with faculty undergoing review or outside the TPR committee. The letter is included in the dossier when it moves to the next stages of review.

- Letters from peers within a college remain confidential.
- TPR work and review letters/memos from peers within a unit remain confidential.

## Dean Review Memo/Letter

Required for

- Promotions (instructional-track faculty & tenure/tenure-track faculty).
- Major reviews (tenure-track).
- Instructional track faculty reappointment reviews.

Memo/letter is not shared with faculty undergoing review. Portions of the letter may be used in the annual formative review process, but should not reference the TPR committee recommendation or any comments of external reviewers. The dean provides a separate memo to the faculty undergoing review (tenure/tenure-track promotions and major reviews; optional for interim reviews) indicating what their recommendation is when the dossier moves to the next stage of review. A copy of this memo is sent to the chair and added to a faculty member's dossier. If recommendation is negative, dean shares reasons in writing at the request of the candidate.

## Provost & President Review

Notification is sent to each faculty undergoing a review; there is no recommendation letter at this stage. The following outlines who sends each notification.

- Reappointments (e.g., adjunct, affiliated, research, & instructors) sent via HR.
- ITF reappointment reviews sent via HR.
- ITF promotions sent via provost.
- TT interim reviews sent via HR.
- TT major reviews sent via provost.
- T/P reviews sent via provost.

If tenure and/or promotion (instructional-track & tenure/tenure-track faculty) recommendation is negative, provost shares reasons in writing at the request of the candidate.

## Use of additional memos

The provost may share any specific concerns with chairs (with a copy to the relevant dean) if there are concerns or recommendations that should be communicated by the chair to the candidate. This situation may occur if a concern or recommendation has not been highlighted in other letters. Deans who wish to share recommendations or concerns with chairs should do so through a memo so as to protect the confidentiality of the various letters (both internal from TPR committees and chairs, and external) obtained during the process.