**3rd year review**

**Standardized Letter Template**

Dear XXXXX,

1. The purpose of this letter is to communicate the results of the review conducted by the department and college faculty and administrators and to give you feedback on your progress toward earning tenure and promotion to the rank of Associate Professor under Board of Trustees Policy 405.1 and the relevant personnel documents. As a reminder, promotion and tenure is not automatic based on years of service or performance that is merely satisfactory, but is based on high levels of achievement projected to continue over the course of a career.
2. Your third year review dossier does (or does not) follow standard P & T packets (which it should); please be sure to XXXX to enhance your dossier for your P & T case.
3. In considering your progress, we do want to acknowledge that you received these specific resources during your first three years:
* Reduced teaching load
* Start up funds
* GRA
* Travel funds
* Other?
1. Statement on progress in teaching (library professional practice)—acknowledge positive aspects and list areas that need work; (%, relevant data)
2. Statement on progress in research/ creative activity, including statement on external funding—acknowledge positive aspects and list areas that need work;

(%, relevant data)

1. Statement on progress in service —acknowledge positive aspects and list areas that need work;

(%, relevant data)

\*\*\*In each statement evaluate the individual’s collegiality (ability to work with others)

1. **Not mandatory**> Your external reviewers (if required by personnel document) said this about your work/ dossier.
2. Overall assessment of performance possibilities include:
3. Currently making satisfactory progress – appointment is continued for 4th and 5th years (and potentially for 6th year if you choose to take the COVID-19 tenure extension), subject to all University policies;
4. Appointment is continued for 4th year, subject to all University policies, and need for 4th year review;
* Mandatory counseling by senior faculty and the department head to address identified weaknesses
1. Notice of non-reappointment subject to procedures outlined in Board Policy 405.1(IV) (B), with the 4th year as the terminal year (letter to candidate by end of May semester, if on 9 month appointment; letter to candidate by June 30 if on 12 month appointment)

This letter is an assessment of progress to date and is not a guarantee of any outcome, positive or negative in the promotion and tenure process.

02/01/2021

7/15/2014