Post-Cycle Request for Faculty to View Promotion & Tenure Review Letters

Purpose

This guideline outlines how full-time, tenure-track and non-tenure track faculty in the College of Health and Human Development can review the department, college, and dean's review letters from a past promotion and the 6th year review tenure cycle. Specific guidance is provided for 2nd and 4th year letters.

Review Process

At the end of each cycle, it is expected that department heads/school directors will set up times to meet with each faculty member to review the contents of the 6th year and promotion review letters. The department heads/school directors and their admins have digital review access to the letters for each faculty member from the past cycle. While it is encouraged to discuss the contents of the 6th-year and promotion letters, these specific letters are not to be distributed **via email, link, or physical copy to the faculty member at this time.**

Secondary Review (As Needed)

If there is need for a secondary review for clarification purposes after the faculty member has met with their department head/school director, they may fill out and submit a Request to Review Personnel File form to HR in order to request to review copies of the promotion and tenure letters. Please complete this form and email it to the below HR staff member as well as CC the admin of the Associate Dean of Faculty Affairs and Diversity, Equity, and Inclusion.

If the faculty member has outstanding questions or needs additional clarification, they may reach out to the administrative support coordinator of the Associate Dean of Faculty Affairs and Diversity, Equity, and Inclusion to schedule a meeting to discuss.

2nd and 4th Year Letters

Units must share the evaluative letters (either hard copy or electronic) from second- and fourth-year reviews, including the dean's letter and the unit letters regardless of whether the faculty member is being continued on the tenure line. These letters may only be shared when the review process is complete.

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	Tenured and/or promoted faculty	Access of letters
After the promotion or tenure review	Meeting set by department head or school director	Not to be distributed or shared with faculty
Secondary review *	Faculty fill out request to review personnel file form and submit to HR	Letters reviewed in the office of the Associate Dean of Faculty Affairs^

*Can only be requested after meeting with department head or school director
^Faculty can review the letters. Physical copies will not be given to faculty