

**POST-TENURE REVIEW GUIDELINES FOR ALL STAFF
SPRING 2027**

Electronic Post-Tenure Review (PTR) packets are due to the Office of Faculty Development and Advancement (FDA) on the following dates, based on college. **Departments/Schools and Colleges should set internal deadlines.**

April 12, 2027 Group A: Colleges of Business, Communication and Information, Criminology and Criminal Justice, Entrepreneurship, Fine Arts, Hospitality, Law, Medicine, Music, Nursing, Social Work

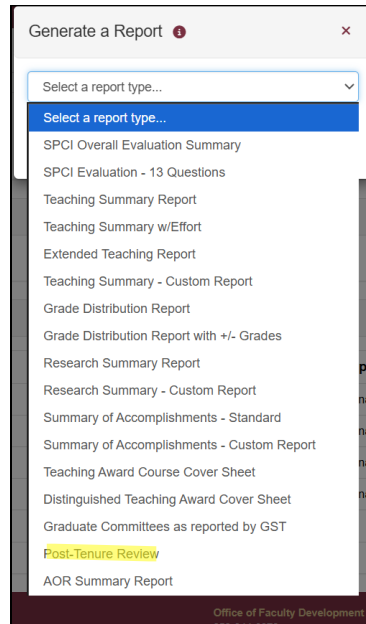
April 26, 2027 Group B: Colleges of Arts and Sciences, Education, Health, and Human Sciences, Engineering, and Social Sciences and Public Policy

Note: Please take this opportunity to remind your faculty who will be participating in PTR in Spring 2027 to update their FEAS+ CV. Written instructions are [available here](#).

Organization of the Materials

The packet of materials must be in the order you see below. Please do not use coversheets in between the sections.

1. Coversheet
 - Use the coversheets available on FDA's [PTR website](#).
 - Do **not** include an additional title page.
2. Dean's Performance Rating Recommendation Letter
 - Letter must be signed by the Dean.
3. Faculty Response to Review by the Dean (if applicable)
 - The faculty member must be afforded five (5) working days to submit a response to the Dean's Letter.
4. Department Chair's/School Director's Performance Assessment Letter (if college has departments/schools)
 - Must be signed by the Department Chair or School Director.
5. Faculty Response to Performance Assessment by the Chair/Director (if applicable)
 - The faculty member must be afforded five (5) working days to submit a response to the Department Chair's/School Director's Letter.
6. Other Relevant Records from the Department Chair/School Director or Dean
 - Annual Evaluations (form and narrative) from calendar years **2022, 2023, 2024, 2025 and 2026 (College of Engineering only CY 2021, 2022, 2023, 2024, and 2025)** placed in order from most recent to oldest. The forms must be signed by the faculty member, the reviewer, and the Dean (or Vice President for FDA if the Dean is the reviewer).
 - Any record of disciplinary action provided by the Office of Faculty Development and Advancement (if applicable).
 - Progress Towards Promotion letters may also be included as well (optional).
7. Post-Tenure Review Report
 - Faculty must update information in FEAS+ before generating the report in FEAS+.



- For the College of Engineering faculty, FEAS+ will pull the correct review period **(CY 2021, 2022, 2023, 2024, and 2025)**. All other colleges will use the review period **CY 2022, 2023, 2024, 2025 and 2026**.
8. Summary of Major Accomplishments
- One-page maximum
 - **May only include accomplishments from the five-year review period. (College of Engineering - CY 2021, 2022, 2023, 2024, and 2025; All other colleges CY 2022, 2023, 2024, 2025 and 2026.)**
9. Other Evidence (optional)
- Three-page maximum
 - No student comments from any source allowed.
 - **(College of Engineering - CY 2021, 2022, 2023, 2024, and 2025; All other colleges CY 2022, 2023, 2024, 2025 and 2026.)**

Submission of PTR Materials

College staff should submit the materials to the Office of Faculty Development and Advancement for Provost review as one (1) PDF file per faculty member in the below order (with bookmarks). Materials are to be submitted by college staff to FDA through the [Faculty Processes Hub](#) by the deadline specified on page 1.

Faculty members should be given (five) 5 working days to respond to the Department Chair's or School Director's letter. If a letter of response is submitted, it must be added to the materials that will be sent to the dean. Faculty members should also be given (five) 5 working days to respond to the Dean's letter. If a letter of response is submitted, it must be added to the materials that will be sent to the Provost.

Format Instructions for all .pdf Files

The .pdf file is **required** to be properly bookmarked before it is submitted to the Office of Faculty Development and Advancement.

1. In Adobe, click Menu -> Document Properties.
2. In the "Initial View" tab, make sure "bookmarks panel and page" is chosen in the "Navigation tab" and "fit width" is chosen in the "Magnification" drop down menus.

3. Save the pdf file with these settings.

PDF Tip

If you have trouble keeping signatures visible on the coversheet as it goes through the signature workflow or the PDF won't let you edit the document at all, try this.

- Open the PDF giving you trouble.
- Select Menu and then Print.
- Chose "Adobe PDF" for the printer and then select print.
- This will generate a new PDF, and you can then add another signature or edit the PDF if need be.

When combining PDF files into one, please do **not** use the "portfolio" option.

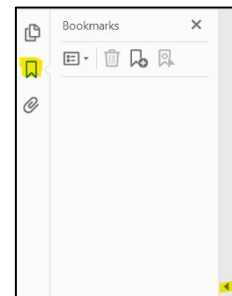
Bookmarks

Bookmark labels, in order, include:

- Coversheet
- Dean's Letter
- Faculty Response (if applicable)
- Department Chair's/School Director's Letter (if college has departments)
- Faculty Response (if applicable)
- Other Relevant Records
 - Annual Evaluation forms and narratives
 - Any record of disciplinary action.
 - Progress Towards Promotion letters may also be included as well (optional).
- Post-Tenure Review Report
- Major Accomplishments
- Other Evidence (optional)

Adding bookmarks to a document

1. Click on the bookmarks in the left/right* panel.
 2. Right click at the top of the page to bookmark and choose **Add bookmark**.
 3. Give the bookmark a name in the left/right* side panel.
 4. You can drag and drop the bookmarks if you get them out of order.
- (*This may differ due to different versions of Adobe.)



Please contact [Melissa Crawford](#) with any questions regarding submission of PTR materials.