

Post-Tenure Review Guidance

PTR form & policy: <https://www.uww.edu/facsenate/current-policies/post-tenure-review>

Please consult with your College's Dean to confirm if a PTR is due.

Who	Action	History Status in PTR form	Deadline
Department chair	Department chair sends Notice of intent to faculty member (template here) Department chair can then initiate the PTR record/form	Faculty Member Entered	April 1
Department chair	Department chair appoints three Primary Peer Review Committee (PPRC) members and inputs names into form	PPRC Entered	Second Friday in May
Faculty member	Faculty member uploads materials and submits required information to the PTR record/form	Form Submitted	3 business days prior to first Friday in September
PPRC	PPRC designates a chairperson of the PPRC and indicates this selection on the PTR record/form	PPRC Chair Selected	Fourth Friday in September
Department chair/PPRC	Review by PPRC takes place (Department chair schedules meeting with minimum of 10 business days notice to faculty member)		Fourth Friday in September
PPRC chairperson	PPRC chairperson indicates "meets" or "does not meet" expectations and provides written rationale on the PTR record/form	PPRC Reviewed	Prior to October 1

Who	Action	History Status in PTR form	Deadline
Faculty member	Faculty member responds to PPRC by waiving or requesting a DRC review*	DRC Waived or Requested	5 business days after PPRC recommendation is received
Department chair	Department chair reviews faculty member's response and takes action accordingly	Submitted to Dean	
Dean	Dean reviews PTR record and indicates "meets" or "does not meet" expectations, providing a supporting rationale	Dean Reviewed	First Friday in February
Dean	If Dean is in agreement with committee rating**, Dean submits final rating	Final Review	
Provost Office	Provost Office closes the record and places copy of rating in personnel file	Completed	

*See Section F. Department Review of the [PTR policy](#) if a DRC review is requested

**See Section G. Administrative Review of the [PTR policy](#) if the Dean's decision does not match that of the committee.

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