**BELOW IS THE TEMPLATE FOR THE NOTICE. PLEASE NOTE THAT DATES WILL CHANGE BUT WILL CONFORM TO THE TIMELINE IN THE POLICY. SEE** [**UWW POST-TENURE REVIEW (PTR) POLICY**](https://www.uww.edu/facsenate/post-tenure-review)**.**

March xx, 20\_\_

Dear Associate Professor Nobel Laureate,

This letter is to inform you that your post-tenure review will be conducted during the 20\_\_-20\_\_ academic year. The review will include qualitative and quantitative information about your teaching, scholarship/research/creative activity, and service during the five years leading up to the review date. **Criteria** for the review are **specified in** Regent Policy Document 20-9 (RPD 20-9): “the review will consider whether the faculty member under review has discharged conscientiously and with professional competence the duties appropriately associated with the faculty member’s position” (#9). Please refer to [UW-Whitewater Post-Tenure Review Policy](http://www.uww.edu/facsenate/post-tenure-review) and [RPD 20-9](https://www.wisconsin.edu/regents/policies/periodic-post-tenure-review-in-support-of-tenured-faculty-development/) for further details related to the review.

By September 4, 20\_\_, please submit to me evidence of competence in the three categories and nine related subcategories outlined in the Policy (an organized reporting form is projected to be available by August 1, 20\_\_), current curriculum vitae, student teaching evaluations or summaries of evaluations, and other relevant materials as specified in the Post-Tenure Review Policy.

The review will be conducted in phases, with the following timeline:

1. The first step in the review is by the Primary Peer Review Committee (PPRC). They will meet by September 28, 2018 to conduct their review.

2. The second step will be performed by a Department Review Committee (DRC). You may waive this level of review by notifying me in writing within five business days after the PPRC completes its review. The DRC will conduct its review no later than November 9, 2018 and forward a written report summarizing its finding to Dean **[name]** no later than December 14, 2018.

After each of these steps, you may choose to submit a written response. See the policy for details on timelines.

3. By February 1, 2019, Dean **[name]** shall conduct a sufficiency review of your Post-Tenure Review (PTR) record.

Please sign and date this letter to document receipt of this notification. Keep a copy for yourself, and return the original signed copy to me.

Feel free to contact me if you have any questions,

Chair’s Name

Chair, Department of Liberal Studies

c: Dean

I acknowledge receipt of this notice:

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(to be signed and dated by the faculty member undergoing post-tenure review) Date