

Date: February 1, 2024
To: Department Chair
From: Charles Boehmer, Associate Dean for Faculty
Subject: Post-Tenure Review

Our records indicate that _____ is due for Post-Tenure Review. Please ensure that the candidate submits the PTR dossier to the departmental PTR committee through the Faculty Success Workflow (formerly known as Digital Measures) by **September 1, 2024**. The candidate has six months to submit their materials following this notification. See also the revised Rules and Regulations of the Board of Regents Rule: 31102 and the

The candidate's Post Tenure Review portfolio should include the following:

- Current curriculum vitae
- 1-2 page statement that summarizes accomplishments and goals
- Annual PAR evaluations for the previous six years
(Just the evaluation with Chairs and Dean's comments, not the PAR submitted by faculty)
- Student teaching evaluations
- Peer teaching evaluation
- The faculty member may provide a statement of professional goals, a proposed professional development plan, and any other additional materials the faculty member deems appropriate. For example, the faculty member may provide additional materials supporting accomplishments in scholarship/creative works, teaching, and service.

Note concerning Chairs going up for PTR:

- The respective department's tenured faculty review committee will do the review according to HoOP guidelines (please see 4.4.8.2.6-4.4.8.2.8).
- Our current practice is that if a Chair is being reviewed, then the process will go from the departmental review committee to the Dean (skipping the Chair). This process will be followed on Digital Measures Workflow.

Please email me at crboehmer@utep.edu (with a copy to Edith Yanez at eyanez@utep.edu); Tami Keating at tlkeating@utep.edu; and Didier Hernandez at dhbizouarn@utep.edu) confirming that the above faculty member is due for PTR as soon as possible.

Please notify facultysuccess@utep.edu (with a copy to me and Edith Yanez) listing the names of the faculty members on the departmental PTR committee for the candidate by August 2.

Please see the attached PTR deadlines for further clarification.

Thank you.

Xc: Faculty