



2024-2025  
Tenured Faculty Periodic Evaluation  
Post-Tenure Review Form

The Post-Tenure Review Committee (PTRC) and Dean are to use this form to prepare their written statement on the candidate’s Working Personnel Action File. Per [UPS 210.020](#) II.E.: “...each shall write a brief written statement commenting on the candidate’s strengths and weaknesses in teaching, scholarly/creative activities, and service (or the appropriate areas of evaluation for Library or Counselor faculty).”

The Chair of the PTRC (typically the Department Chair) is to upload this completed form to the “Written Statements from PTRC and Dean” section of the Interfolio case. **DO NOT** share this with the candidate (the Dean will do so after they finish their written statement), but do let the Dean know once it has been uploaded.

After completing their written statement, the Dean shall upload the document and share both written statements with the candidate. The “Response” feature must be enabled to allow the candidate to submit their [Rebuttal Form](#). The Chair of the PTRC and the Dean will need to look at the PTR Meeting Choice form in the candidate’s packet to determine if they wish to meet at the end of the process. If they do, the meeting(s) shall be held by **5/12/2025**.

After the meeting (or after the Dean distributes the written statements if the candidate chose not to meet), please administer the 10-calendar day rebuttal period (note that they can also choose to meet as part of the rebuttal process). When the Dean receives a written rebuttal from a candidate through Interfolio, they must alert the members of the PTRC so that they can log in to view it.

**Complete the fields in the table below. PTRC member names shall be listed in alphabetical order. Delete any Evaluator Name fields that are not needed. As you begin editing this form, save it using a descriptive filename (“PTRC Review of Tuffy Titan.docx”). Once the written statement has been finalized, enter the date that it was completed, save the file, and upload it to Interfolio.**

<b>Department</b>	
<b>Candidate Name</b>	
<b>Evaluator Name</b>	
<b>Evaluator Name</b>	
<b>Date Written Statement Completed</b>	

**Written Statement:**

