

College of Arts + Architecture
PTR (Post Tenure Review)
Review File and File System Guidelines
For Academic Year 2025-2026

The purpose of [Post Tenure Review](#) is to provide for the periodic and comprehensive review of the performance of all faculty members who have tenure and whose primary duties are teaching, research, and service. The goals of such a review are to promote faculty development and productivity and provide additional accountability. For more information on Post Tenure Review, please click on the link.

Permanently Tenured and Tenure-Track Faculty Criteria and Procedures:

The job performance of every permanently tenured and tenure-track faculty member will be evaluated each year. This evaluation will be undertaken by each department chairperson under departmental procedures and criteria. This evaluation process is a minimum requirement; it shall not supplant more extensive departmental procedures.

The policy (UP 102.14) guiding tenured faculty performance review can be found in the [Office of Legal Affairs](#), and the procedures that govern the policy are found in the [Office of Academic Affairs](#).

The College of Arts + Architecture uses a folder/file system on Google Drive to host documents (Review File) uploads for use by Post Tenure Review (PTR) candidates as well as by academic unit administrators. This drive is the official repository to be used by all members of review committees and individuals with reviewer status at the university.

Terminology:

REVIEW DOCUMENTS: the materials used by review committees, external reviewers, unit heads, and the college dean in formulating a recommendation to the Office of Academic Affairs. For PTR cases, Review Documents are presented through Folders 1-5.

FOLDER: The name for a specific, labeled repository on the drive.

DOSSIER: the full composition of materials submitted by the *candidate*. For PTR cases, the Dossier is presented through Folders 1-3.

PTR (Post Tenure Review) Review File Guidelines

INSTRUCTIONS FOR UPLOADING TO CoA+A PTR DRIVE

The college's PTR Google Drive functions as the official repository for all materials associated with the review process.

Candidates: once access has been granted you will be able to locate your folder by following this Google path:

Shared with me > Your Last Name, First Name_Unit Name_PTR > individually named document folders

DRC/SRC Members & Administrators: once access has been granted you will be able to locate your folder by following this Google path:

Shared with me > Unit Name_PTR > Candidate Last Name_Unit Name_PTR> individually named document folders

CANDIDATE FOLDERS (#1-3)

Each candidate folder will contain the following documents in **PDF format ONLY**:

Folder 1: Curriculum Vitae (CV)

A current curriculum vitae. Single pdf file. NOTE: The Dean supports candidates formatting their CVs in a way that makes sense for their discipline. Include a list of courses taught according to year and semester for the period under review.

Folder 2: Five Year Plan

Candidate's Five Year Plan and set of goals with related milestones. Single PDF file.

NOTE: University requirements for the Five Year Plan can be found in the [The Academic Personnel Procedures Handbook, Section VI.E](#): "The Review for Reappointment, Promotion and Conferral of Permanent Tenure Standards for Review" and [UNC Charlotte Academic Procedure: Post Tenure Review](#). College of Arts + Architecture Guidelines can be found [here](#).

Folder 3: Optional Statement

Optional statement (page length determined by academic unit guidelines) by the candidate describing their professional accomplishments in teaching, research and service.

DEPARTMENT/SCHOOL AND COLLEGE FOLDER (#4-5)

Folders #4-5 comprise the remainder of the "Review Documents" and are used by successive layers of the standard review: Academic Unit Review Committee, Academic Unit Head (Chair or Director) and College Dean. The content of Folder 4 will be uploaded by the academic unit administrative assistant and/or academic unit head (pdf documents only).

Folder 4: Annual Reviews

Contains PDF copies of annual review letters – including any faculty response – for the years since the previous review. These should be scanned copies of signed letters.

Folder 5: Administrative Documents

Contains copies of current PTR case recommendations or other memoranda submitted by unit review committees, chairs/director, and Dean.

PTR SCHEDULE 2025-2026

- | | |
|------------|--|
| 08/15/2025 | CoA+A Dean provides notice of impending review to faculty member(s) scheduled for Post Tenure Review (PTR) with a copy to the Chair/Director. |
| 01/30/2026 | Faculty scheduled for their Post Tenure Review (PTR) will submit all required materials (a current curriculum vitae, copies of last five annual review letters, the five-year plan, and optional statement describing accomplishments) electronically through Google Drive to the CoA+A Dean's Executive Assistant. The Dean will share materials directly to the Chair/Director. |
| 04/15/2026 | Chair/Director shall submit PTR recommendation and DRC/SRC recommendations to the CoA+A Dean, with copy to the candidate. |
| 05/15/2026 | Dean completes review of Post Tenure Review reports and forwards his recommendations to the Provost. |