**[UNIT LETTERHEAD]**

To: **[NAME OF FACULTY MEMBER UNDERGOING POST-TENURE REVIEW]**

From: **[NAME OF SUPERVISOR]**

**[TITLE OF SUPERVISOR, FOR EXAMPLE “CHAIR” OR “DEAN”]**

Re: Outcome of Your Post-Tenure Review

Date: **[TODAY’S DATE]**

Dear **[NAME OF FACULTY MEMBER]**,

Following the completion of your post-tenure review, I regret to inform you that the committee has determined your performance does not meet expectations in one or more evaluation areas. This outcome is classified as “unsuccessful” under the criteria outlined in Georgia Tech’s Faculty Handbook Section [3.3.9.1](https://policylibrary.gatech.edu/faculty-handbook/3.3.9.1-post-tenure-review).

Dispute Rights Regarding this PTR Outcome: Should you wish to challenge the outcome of your post-tenure review, you are entitled to dispute rights as outlined in Faculty Handbook sections [3.3.9.3](https://policylibrary.gatech.edu/faculty-handbook/3.3.9.3-due-process-following-unsuccessful-post-tenure-review-or-corrective-post) and [3.3.9.4](https://policylibrary.gatech.edu/faculty-handbook/3.3.9.4-post-tenure-review-appeals). You have ten calendar days from receipt of this letter to request a review by the Faculty Post-Tenure Review Appeals Committee (PTRAC). Provided your request is submitted within the required timeframe, the appeal will be granted. These procedures establish a formal process for contesting the review outcome.

Performance Improvement Plan (PIP) Requirements: As a result of the unsuccessful review, you are required to develop a Performance Improvement Plan (PIP) to address the identified deficiencies. The PIP must be developed in consultation with the unit’s post-tenure review committee and me, as your supervisor. The PIP should include:

* **Clearly defined goals and outcomes** aligned with Institute expectations for tenured faculty.
* **A timeline for achieving progress**, typically within one academic year.
* **Resources and support** you intend to utilize, such as mentoring, professional development, or workload adjustments.
* **Performance expectations** that demonstrate improvement in the areas identified.
* **A monitoring strategy**, including formal meetings at least twice per semester with the School Chair to assess progress.

At the end of the year, the unit post-tenure review committee will evaluate your progress on the improvement plan.

Please note that failure to make sufficient progress in performance can result in a recommendation of appropriate remedial action corresponding to the seriousness and nature of the deficiencies, as described in [3.3.9.1](https://policylibrary.gatech.edu/faculty-handbook/3.3.9.1-post-tenure-review).

I am committed to supporting your professional development and will work with you throughout this process. Please contact me to schedule a meeting to begin drafting your Performance Improvement Plan. While this outcome may be disappointing, it also presents an opportunity to reflect on constructive feedback from your peers and to make meaningful progress toward your goals. I am confident that, by collaborating and drawing on the resources available, you can address the areas identified and continue to grow as a valued member of our faculty. My priority is to assist you in making measurable improvements and to help ensure your continued success at the Institute.

Sincerely,
**[NAME OF SUPERVISOR]**
**[TITLE OF SUPERVISOR]**