

College of Arts & Sciences—Third-Year Review Guidelines

This revision of the guidelines shall become effective fall 2016.

In the tenure-track faculty member's sixth long semester, a comprehensive evaluation (the third-year review) of his or her performance will be undertaken. This evaluation is an opportunity to determine whether the faculty member is making acceptable progress toward tenure and promotion.

Overview of Procedures and Guidelines

For the purposes of the third-year review, each department will follow procedures parallel to those followed by the department in reviewing an application for tenure.

Example 1. If a department, at the time of consideration for tenure, establishes a tenure and promotion committee that evaluates the candidate's teaching, research, and service and writes a report that is made available to the candidate and to the tenured members of the department, then the third-year review process for that department must also establish a committee that produces a similar report. That third-year review committee will be appointed by the chairperson or departmental executive committee and will consist of at least three tenured members. In departments with fewer than three tenured faculty members, external members will be appointed by the dean in consultation with the chairperson. **This committee will be appointed by the first day of classes in the tenure-track faculty member's fifth long semester.**

Example 2. If a department, at the time of consideration for tenure, does not appoint a committee but simply calls a meeting of the tenured faculty to discuss the candidate's credentials (or does not engage in a group discussion, but simply makes the candidate's materials available to the tenured faculty), then the department should follow these same procedures for the third year review.

Guidelines and Timeline for Third-Year Review

- 1) During the fall (fifth long) semester the department chairperson is required to meet with the dean to discuss the upcoming third-year review case(s).
- 2) The tenure-track faculty member will make available to the tenured faculty his or her materials as described below in the section on Dossier Requirements. These materials will be due on the same day that annual reports are due as specified in O.P. 32.32.
- 3) The tenured faculty will review the tenure-track faculty member's teaching, research/creative activity, and service to evaluate whether satisfactory progress is being made toward meeting the department's, college's, and university's expectations for the award of tenure. **The chairperson, an appointed committee, or the tenured faculty will prepare, sign, and date a written report summarizing the candidate's progress toward tenure and promotion.**

4) On or before February 15th the report will be made available to the tenure-track faculty member and to the tenured faculty members in the department. The faculty member will be given the opportunity to respond to the report, and his or her signed and dated response, if any, will be made available to the tenured faculty on or before the last working day in February.

5) By March 15th the tenured faculty will consider whether or not the tenure-track faculty member is making satisfactory progress toward tenure and promotion. The ballot question for this vote will be the following:

Is [first and last name of person being reviewed] making acceptable progress toward tenure and promotion?

The following three choices are to be offered on the ballot as possible answers:

Yes, No, Abstain.

Faculty may also submit comments with their ballot; such comments must be provided on a separate page enclosed with the ballot. Both ballot and comments are to be unsigned.

In the case of a positive majority vote (excluding abstentions), the chairperson will notify the faculty member of the result of the vote and provide any comments expressed by the tenured faculty. The chairperson will also meet with the dean to discuss the review. It is expected that they will meet before April 1st. The chair will provide a letter to the faculty member that explains the continued progress he/she is expected to make prior to tenure and promotion review. **The faculty member and the chair will sign and date this letter and a copy will be sent to the dean.** The third year report (item 3), the vote tally, faculty comments, and the chair's letter must be retained in the faculty member's file in the department. The third year report and the chair's letter will be included in the dossier at the time of tenure review, and the Arts & Sciences Tenure and Promotion Committee may later request the other materials to aid in its deliberations.

In the case of a negative majority vote (excluding abstentions), the chairperson will notify the faculty member of the result of the vote and provide any comments expressed by the tenured faculty. The chairperson will meet with the dean to discuss the outcome of the vote. It is expected that they will meet before April 1. A letter of non-reappointment¹ will be issued by the chairperson before the end of the semester (to be defined as the day all final grades are due). The third year report (item 3), the vote tally, faculty comments, and the letter of non-reappointment must be retained in the faculty member's file in the department. (Notices of non-reappointment will be made in conformity with deadlines stated in the university's policy OP 32.02).

¹In exceptional cases the chairperson can make a case for continued employment. If the dean agrees to the request, the chairperson is required to provide a letter to the faculty member that carefully explains the progress in research, teaching, and service the faculty member is expected to make prior to tenure and promotion review. **The faculty member and the chair will sign and date this letter and a copy will be sent to the dean.** The third year report (item 3), the vote tally, faculty comments, and the chair's letter must be retained in the faculty member's

file in the department. The third year report and the chair's letter will be included in the dossier at the time of tenure review, and the Arts & Sciences Tenure and Promotion Committee may later request the other materials to aid in its deliberations.

Dossier Requirements for Third-Year Review

The tenure-track faculty member will make available the following materials:

- A copy of the faculty member's original offer letter.
- The vitae should meet the requirements set forth by the College of Arts & Sciences (website and Digital Measures).
- The faculty member's brief self-statement on teaching, not to exceed one page.
- Student teaching evaluations (quantitative) for each class (questions 1 and 11 and questions 1, 2, and 3 for evaluations conducted since the 2014-2015 school year) and comments from the student evaluations from each year.
- Copies of at least three annual peer teaching evaluations as required by OP 32.01. The department should specify in its handbook or policy statements the arrangements for all peer visits, including information about the manner and timing and number of such visits.
- Copies of syllabi and other teaching materials (such as exams or assignment sheets) the faculty member or department may wish the review committee to see.
- The faculty member's brief self-statement on research/creative activity, not to exceed one page.
- Copies of publications, grant applications, or other materials that document the faculty member's research/creative activity. A digital addendum to the third-year review dossier, prepared by the candidate, will contain PDF copies of all original creative work published, in press, or submitted while at TTU and PDF copies of the TTU ORS record of grant awards and proposals. The digital addendum will remain in the department.
- The faculty member's brief self-statement on service, not to exceed one page.
- Copies of all annual reports to date and copies of all chair's evaluations to date.
- Any other materials specified in the department's handbook or policy statement plus other pertinent materials, if any, the candidate might wish the review committee to see.