**Tenure Track Faculty Third Year Review**

**Approved by College of Education Tenured/Tenure-Track Faculty Vote**

**(conducted via email; completed on 12.15.16)**

# Sources of Authority

# Related OPs: <http://www.depts.ttu.edu/opmanual/OP32.18.pdf>

# <http://www.depts.ttu.edu/opmanual/OP32.32.pdf>

# <http://www.depts.ttu.edu/opmanual/OP32.34.pdf>

# <http://www.depts.ttu.edu/opmanual/OP32.20.pdf>

# SACSCOC 2012 Principles of Accreditation 3.7.2: <http://www.sacscoc.org/pdf/2012PrinciplesOfAcreditation.pdf>

Appointment to a tenure track position carries with it certain responsibilities related to teaching, research, and service.  The initial six years of appointment serve as a probationary period, allowing time for individual faculty to demonstrate competency as a university professor.

Each non-tenured faculty member appointed to a tenure track position will be reviewed annually during the first through sixth years of appointment.  A committee of tenured faculty in each department is appointed by the appropriate department Chair.  This [Annual Review Committee](http://cms.educ.ttu.edu/faculty-and-staff/coe-handbook/2010/faculty-evaluation/annual-rev-hearing-com)reviews the non-tenured faculty member's annual report.  The committee schedules a conference with the individual and provides specific written feedback indicating progress made toward promotion and tenure during the calendar year under review.  The committee forwards this written feedback to the appropriate Department Chair.

Each year the Department Chair reviews the committee's feedback.  In the annual review conference, the department Chair indicates to the individual his/her recommendation for continued employment or notification of a terminal appointment based upon the individual's performance during the calendar year under review and cumulative performance.  The Department Chair forwards this recommendation to the Dean.

**Third Year Review**

Per OP 32.01, all departments shall have in place procedures for a third-year review for each untenured faculty member which is to include a written assessment and recommendation regarding faculty member’s progress toward tenure and promotion.

During the third year, a more comprehensive form of evaluation will occur, led by your Chair, the annual review committee, and tenured faculty. Using the Promotion and Tenure Policy and Procedures, the third year review will address teaching, research and/or creative activity, and service. Evidence of progress in these three areas should include succinctly written statements of:

* Teaching effectiveness that impacts the learning of university students and their future students/clients to whom they provide service
* Involvement in research or creative products, including refereed publications that are designed to make an impact on a candidate’s professional field such as intervention-based research activities, basic/theoretical/historical research
* Professional service to the university, the COE and other partnerships (e.g. P-12 schools, school districts, agencies other institutions).

The faculty members conducting the third year review will consult with the Chairperson prior to compiling the third year review materials.

**Non-Reappointment**

The Department Chair may recommend non-reappointment to the Dean at any time between the first and sixth years of appointment.  Notification of individual faculty members receiving a terminal appointment will follow the time schedule specified in the University's promotion and tenure policy (OP 32.02; see <http://www.depts.ttu.edu/opmanual/OP32.02.php>).