**Third Year Review Timeline**

**Texas Tech University Honors College**

The **third year review** is initiated in the fall and completed in the spring semester of the third academic year (sixth long semester) of a tenure-track faculty appointment.

**Time Line**

Fall activities

*September*:

* Notification of the faculty member that a third-year review will be conducted
* Request nominations from faculty member for external reviewers (at TTU) for committee

*October*:

* Select three-member review committee (one Honors, one in field/discipline, one additional from TTU)
* Convene committee
* Request for materials from candidate (CV, teaching and research philosophies and service self-statement (one page each), student and peer evaluations of teaching, course syllabi, copies of publications (as well as those submitted or in press), copies of grant applications and other materials that document the individual’s research/creative activity, copies of all annual reports and Dean’s and Associate Dean’s annual evaluations. Other pertinent materials.)

Spring activities

*January*:

* Committee receives CV, teaching and research philosophies and service self-statement, student and peer evaluations of teaching, course syllabi, copies of publications (as well as those submitted or in press), copies of grant applications and other materials that document the individual’s research/creative activity, copies of all annual reports and Dean’s and Associate Dean’s annual evaluations. Other pertinent materials (January 20th deadline)

*February*:

* Review committee prepares report and files report with Associate Dean (the committee may choose to meet with the faculty member during this period) (February 15th deadline)
* Candidate will have access to this report
* Candidate’s response due within one week (if necessary) (March 1st deadline)
* Tenured faculty activities:

The tenured members of the College and any appointed members (those who are salaried in the College or have significant administrative duties in the College) will meet as a group to discuss the report and to make themselves aware of the tenure-track faculty member's progress, after which they will vote.

*March*:

* Tenured faculty votes (by secret ballot) and submits written comments separately (optional) on progress of third year faculty member under review (March 15th
* deadline)
* Associate dean’s letter (here the Associate dean functions like a chairman) and notification of faculty vote to candidateand to dean and candidate’s response (March 15th deadline)

*April:*

* Dean’s report (April 1 deadline), transmittal to candidate and candidate’s response due within one week and further faculty action (if necessary) (April 15 deadline-University imposed)

Third year review checklist

* Basic Information (*attachment to OP 32.01 pg 4*)
* Copy of candidate’s Vitae
* Teaching philosophy (1 page maximum)
* Research/Creative Activity philosophy (1 page maximum)
* Service self-statement (1 page maximum)
* Syllabi of courses taught since appointment
* Summaries of student teaching evaluations including some by the entire class
* Peer teaching evaluations (minimum of three)
* Copies of publications (as well as those submitted or in press)
* Copies of grant applications and other materials documenting research/creative activity
* Copies of all candidate’s annual reports
* Associate Dean’s annual evaluations
* Dean’s annual evaluations
* Other pertinent materials limited to 3 pages (for example manuscript, grant proposal reviews, reports) that the candidate may wish the review committee to evaluate.