

Department of Plant and Soil Science: Procedure for Third Year Review (TYR) of Tenure-Track Faculty Sixth (6th) Semester^z

CANDIDATE

By 30th January

SUBMIT TO PSS TYR COMMITTEE^{y,x}

- 1) Dossier in CASNR T&P Format*
- 2) Six (6) teaching evaluations (written by each of the three TYR committee members in 4th and 5th semesters)
- 3) Two (2) summary teaching evaluations written by the TYR committee Chair
- 4) DO NOT include external recommendations

[*The candidate may meet with the TYR committee to improve formatting and contents of the dossier.]

TYR COMMITTEE

By 28th February

- 1) Outline progress and identify concerns in a written recommendation.
- 2) Meet with the candidate to discuss whether the letter reflects the dossier accurately, and modify as appropriate.
- 3) Forward final TYR recommendation and dossier to PSS tenured faculty, the PSS Chair, and the candidate simultaneously.

PSS TENURED FACULTY (except PSS Chair)

By 15th March

- 1) Cast a single secret ballot at a voting meeting (Chaired by the PSS Chair) to answer:

'Is the candidate making satisfactory progress towards tenure and promotion?'
- 2) Can provide written feedback on the ballot.

PSS CHAIR

By 15th March

- 1) Make an independent assessment of the candidate. Share with candidate.
- 2) Forward complete dossier & assessment letter to CASNR Dean's Office.

TYR COMMITTEE CHAIR

By 15th March

- 1) Tally ballots in the presence of another tenured faculty member.
- 2) Share outcome of the ballot and comments with the candidate.
- 3) Submit outcome and original ballots to PSS chair.

CASNR DEAN

^zFor mid-year start dates between November and May, the first Fall semester is the first semester for the purposes of the TYR.

^yPSS TYR Committee will consist of three (3) tenured faculty members, and will be formed under the advisement of PSS Chair. Each TYR candidate will be assigned a unique TYR committee.

^xThe candidate's Mentoring Committee will be independent of the TYR Committee. A Faculty Mentor may not serve as a TYR Committee Member for their mentee.