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

**CANDIDATE**

By 30th January

**SUBMIT TO PSS TYR COMMITTEE**

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.]

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**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.

**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.

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**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.

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**CASNR DEAN**

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

*PSS 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.

*The 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.