

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

TENURE-TRACK FACULTY MEMBER

By 30th January

SUBMIT TO PSS TYR Peer Committee^{y,x}

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

[*The tenure-track faculty member may meet with the TYR Peer Committee to improve formatting and contents of the dossier.]

TYR PEER COMMITTEE

By 28th February

- 1) Outline progress and identify concerns in a written recommendation.
- 2) Meet with the tenure-track faculty member 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 Chairperson, and the tenure-track faculty member simultaneously.

PSS TENURED FACULTY (except PSS Chairperson)

By 15th March

- 1) Cast a single secret ballot at a voting meeting to answer:

'Is the tenure-track faculty member making satisfactory progress towards tenure and promotion?'
- 2) Can provide written feedback on the ballot.
- 3) Voting is administered by the associate chairperson of the department, who tallies and certifies the faculty votes.

PSS CHAIRPERSON

By 15th March

- 1) Make an independent assessment of the tenure-track faculty member. Share with tenure-track faculty member.
- 2) Forward complete dossier & assessment letter to Davis College Dean's Office.

TYR PEER COMMITTEE CHAIRPERSON

By 15th March

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

DAVIS COLLEGE 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 Peer Committee will consist of three (3) tenured faculty members, and will be formed under the advisement of PSS Chairperson. Each TYR tenure-track faculty member will be assigned a unique TYR Peer Committee.

^xThe tenure-track faculty member's Mentoring Committee will be independent of the TYR Peer Committee. A Faculty Mentor may not serve as a TYR Peer Committee Member for their mentee.