Department of Plant and Soil Science: Procedure for Third Year Review (TYR) of Tenure-Track Faculty Sixth (6th) Semester²

**TENURE-TRACK FACULTY MEMBER**

**By 30th January**

**SUBMIT TO PSS TYR Peer Committee**

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.

**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.

**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.

**DAVIS COLLEGE DEAN**

**By 15th March**

1) Review dossier and TYR recommendation.

2) Share findings with tenure-track faculty member.

3) Submit dossier to PSS Chairperson.

---

²For mid-year start dates between November and May, the first Fall semester is the first semester for the purposes of the TYR.

³PSS 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.

⁴The 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.