

College of Liberal Arts and Sciences Third Year Review Guidelines (December 1, 2004)

The purpose of the third year review is to provide structured and constructive information to assist candidates to meet College and University requirements for tenure and promotion. Each Department or Unit will construct a third year review process that best fits their procedures and practices and adopt them as part of their policies. A copy of the procedures will be on file in the College office.

The review should begin early in the third year of appointment (i.e. third year of tenure accruing appointment). By February 1st of that year, the candidate will complete a tenure and promotion packet and present it to the chair of the department. The packet will include:

1. A Tenure and Promotion packet, as complete as appropriate given the time in rank of the candidate.
2. Annual letters of evaluation from the Chair.
3. Peer review of candidate's teaching and supporting teaching materials.
4. A research/scholarship portfolio including the candidate's research publications, papers submitted for publication, grant proposals, and similar information

Tenured faculty in the candidate's department will review the packet and assess the candidate's performance. The assessment will address the issues normally considered in tenure and promotion deliberations and will determine if the candidate is making satisfactory progress toward promotion and tenure. Departments recognize that some activities such as receiving a book contract or building a laboratory may well take place later than the third year. For that reason, departments will discuss the kinds of expectations and indications of success that are appropriate after three years. For example, department faculty may consider:

- * Does the candidate's teaching meet department expectations or making steady progress in that direction?
- * Has the candidate presented papers in appropriate venues and are the number and quality of those papers acceptable?
- * Has the candidate published at an acceptable rate and in appropriate journals?
- * Is the candidate beginning to establish a regional and national reputation in her/his field?
- * Is the candidate preparing her/himself to attract external funding to support her/his scholarly work?
- * Has the candidate gained graduate status and served on master's and doctoral committees?
- * Does the candidate's record suggest a teaching and research trajectory that is likely to lead to the rank of associate (and later full) professor?
- * Is the candidate appropriately involved in professional service activities at the local, state, national or international level?

A meeting of tenured faculty in the department will be held to discuss the candidate's progress toward tenure and promotion and advise the Department Chair on what might be included in his/her letter of review to the candidate. Departments may use the mechanism of a sponsor or mentor to assist the chair in writing the letter. Departments may wish to take a formal vote or provide a sense of the faculty review of the career

trajectory of the candidate. This decision is up to each department and should reflect the culture and operating procedures of each department.

The third year review for faculty with joint appointments or duties in other units will include information about their activities and contributions to those other units. Supporting materials from that other unit such as letters from the chair or director can be included for review.

The Department Chair will draft a letter of review based on the candidate's packet, as well as the discussion and other information from the department faculty. For faculty with joint appointments, that letter should be co-signed by the director or chair of the center or other department. The letter should consider the candidate's assignment and any support the department may have provided the candidate. It should identify strengths and weaknesses in the candidate's record and make clear recommendations on how the candidate may improve her/his packet and performance. The goal is to give thoughtful and constructive assessments and suggestions that will help the candidate meet college and university requirements for tenure and promotion. The letter will be explicit in stating that the letter itself is not a decision for tenure and promotion but is rather a mid-career review and nothing more. The intent of the review process is that it be advisory to the candidate and without any prejudice in future reviews. The letter may be reviewed by the Associate Dean for Faculty Affairs if a chair or director sees this as useful.

Before April 30th, the Department Chair will meet with the candidate to provide a copy and discuss the letter of review. The candidate and Department Chair should discuss strengths and weaknesses in the candidate's packet; what the candidate might do to strengthen her/his papers in the future; and what assistance might be available in the department, college, and/or university to address candidate needs and improve performance. A copy of the letter of review will be placed in the candidate's personnel file.

The Department Chair's letter of review will be forwarded to the Associate Dean for Faculty Affairs by the end of the Spring semester. The College will contact the provost office and inform that office that the review has taken place, but will not transmit the substance of the review.