

**SCHOOL OF EDUCATION
GUIDELINES FOR THIRD YEAR REVIEW**

a. **Purpose**

The purpose of the third year review is to provide feedback to tenure-eligible and promotion-eligible assistant professors prior to review for promotion in rank or promotion in rank with tenure. The intent of the third-year review is to give faculty members early feedback from experienced faculty peers and the department chair to allow them to address areas in need of attention before they submit their materials to the Peer and School Promotion and Tenure committees.

a.1 An effort is made in the third-year review to strike a reasonable balance between the depth and comprehensiveness of the evaluation and the time and effort that faculty members are expected to invest in preparing for and carrying out the review.

b. **Participation**

Faculty will be asked to submit their materials to their department chair by March 1st of their third year. The review process shall be completed and submitted to the candidate by May 1st. For tenure-track assistant professors, this review is required and shall occur once they have completed two and a half years of probationary service. Individuals who bring prior faculty experience with them to the School of Education shall negotiate the timing of the review in consultation with the Dean and Department Chair. For non-tenure eligible assistant professors, this review is optional, and is recommended to occur at least 2 years prior to being reviewed for promotion in rank.

c. **Third Year Review Committee**

The third year assessment will be carried out by a committee composed of four associate or full professors representing at least two departments. For tenure track faculty, the committee will be composed of tenured faculty members. For term faculty, the committee will be composed of associate or full professors, at least one of whom is a term faculty member. The committee will be appointed by the Dean or Dean's designee from a list of individuals who volunteer to serve by January 15th. At least one member of the committee must be from the candidate's department. The Dean may appoint more than one review committee to accommodate a number of candidates, if needed.

d. **Review Materials**

Faculty members being reviewed must submit up-to-date curriculum vitae. Other materials that should be included in the candidate's file, if applicable are:

1. Course syllabi for all courses taught
2. Student course evaluations for all courses taught (for faculty with teaching apportionment)
3. Faculty activity reports (or equivalent) from the previous two years

4. Annual Evaluations from Department Chair/supervisor from the previous two years.
5. Up to 5 representative scholarly/research products for faculty with a research/scholarship apportionment
6. Up to 5 representative teaching artifacts for faculty with teaching as the primary area of responsibility
7. Documentation of service activities (may include faculty activity reports or equivalent).
8. A narrative statement describing the accomplishments, professional growth, and/or changing interests over time, consistent with the School of Education Promotion and Tenure Guidelines. The narrative should not exceed 5 single spaced pages.

d.1 Individuals should consult with their department chair/supervisor or with faculty colleagues before preparing materials for the review committee.

d.2 Faculty should submit materials that are carefully organized and presented.

d.3 Faculty are encouraged to refer to the School of Education Promotion and Tenure Procedures and Guidelines, the University Faculty Promotion and Tenure Policy and Procedures, Faculty Roles and Rewards document, and the School of Education and individual department/center mission statements for discussions of promotion and tenure review and descriptions of the expectations held for faculty.

e. **Review**

Each committee member will be responsible for reviewing and assessing individuals in the areas of teaching, research and scholarship, and service. The committee may ask the candidate to submit additional materials or to clarify information provided. Term faculty will be reviewed and assessed in accordance with their assigned responsibilities.

e.1 The criteria in the School of Education Promotion and Tenure Procedures and Guidelines will be used as the basis for the third year review, with appropriate allowance made for the shorter length of time in rank.

e.2 The committee will prepare a narrative assessment for each area to be evaluated, using criteria specified in the School's Promotion and Tenure Guidelines and including one of the following evaluative ratings of the candidate's progress toward promotion or promotion & tenure: "Making excellent progress," "Making very good progress," "Making satisfactory progress," or "Making unsatisfactory progress."

e.3. The written report will be submitted to the candidate's department chair who will also provide a review. In addition, the dean will provide a review of the candidate's file at the candidate's request. The department chair will share the reports with the candidate and Associate Dean for Research and Faculty Development; the chair may also share the reports with the dean with the candidate's permission. The written reports may be used as part of the documentation for a future promotion and/or promotion & tenure review.

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