

## **POLICY FOR THIRD-YEAR REVIEW OF TENURE-TRACK FACULTY**

**At the beginning of each fall semester, the dean of the college shall draw up a list of those faculty members for whom a third-year review is required and shall notify the appropriate department chairpersons. Each such faculty member shall be reviewed by a committee of the tenured members of the faculty member's department in accordance with Policies and Procedures Section I.F, of the Faculty Handbook. In the case of departments with fewer than four tenured faculty members, the dean in consultation with the chair shall appoint a review committee of four tenured faculty members. The department or committee shall transmit its review to the Committee on Appointments in care of the dean.**

**The department review should include:**

- 1. Documentation similar to that prepared for a tenure file with the exception that, in general, letters from external evaluators and students shall not be solicited. The dean's approval shall be required in those special cases where external evaluators are requested.**
- 2. A summary of previous annual reviews of the candidate.**
- 3. A summary of the faculty deliberations on the candidate prepared by the chairperson and reviewed by participating faculty.**

**The Committee on Appointments shall review the material in accordance with Section I.F of Policies and Procedures and shall ensure that the candidate has received a fair and unbiased review in accordance with university, constituent faculty, and department policies. A written summary of all evaluations shall be communicated to the faculty member, the department chairperson, and the dean of the college.**

**Revised by A&S Executive Committee January 10, 1995**

**Approved by A&S Faculty March 28, 1995**

**Amended by A&S Faculty October 25, 2001**

### Points of Clarification:

- In the case of departments with fewer than four tenured faculty members, the dean in consultation with the chair shall appoint a review committee that has four tenured faculty members including the chair. (7/97 and 10/01)
- During third-year reviews, unlike decisions on promotion and tenure, members of the Appointments Committee from the faculty member's department do participate in the discussions. (7/97)
- Each evaluation shall be communicated to the faculty member himself or herself and also to the department chairperson and the dean of the college. The dean then makes a separate evaluation and forwards it to the provost and to the department chair. The department chair is to share the dean's evaluation and the Appointments Committee evaluation with the faculty member. (7/97)