

**Supplemental Instructions
THIRD-YEAR REVIEWS
2018-19**

University policies for Third-year Review are presented in the Faculty Handbook, Chapter 3 (<https://case.edu/facultysenate/>). Please review that information carefully. These instructions are supplemental to those policies; please read this document carefully as well. All forms, policies, guidelines, samples, etc. mentioned herein are available on the college's Forms and Documents web page (<http://artsci.case.edu/forms/>).

At the beginning of each academic year, the dean's office will send a list of current pretenure faculty members to the department chairs. Each chair is to take note of those faculty members in his/her department who should receive either an annual review (using the online Faculty Activity Report) or a third-year review.

Third-Year Review of Pretenure Faculty

This review is intended to be the midpoint review in the college's normal six-year pretenure period. The documents assembled by the candidate and the department closely match those assembled for a tenure file, except that the third-year review does not include letters of evaluation. The document *Policy for Third-Year Review of Tenure-Track Faculty* describes the review process and specifies the information required. The *Third-Year Review Cover Sheet* lists the materials to be included in the review file. **DO NOT USE** the online FAR for a third-year review. NOTE: An online FAR and Chair's Annual Review need not be completed for a pretenure faculty member scheduled for a third-year review as the third-year review serves this purpose.

All eligible department faculty members—or all members of a special committee, if the dean has appointed one—shall review the materials in the third-year file and participate in the evaluation, usually in the form of a meeting called specifically for this purpose. The chair shall prepare a letter that lists the meeting participants and summarizes the discussion of the faculty member's performance in the areas of research, teaching, service, and of his/her progress toward tenure. Before transmission, this letter shall be made available for inspection by resident faculty members who participated in the review. If a faculty member believes the letter to inadequately present the deliberations of the meeting, he or she may send a statement of such opinion independently to the dean, which shall be appended to the chair's letter for higher reviews. The chair is to show the letter to the pretenure faculty member before it is included in the third-year file and forwarded to the dean. The chair is to send the file to the dean no later than the due date shown below.

The dean will forward the third-year file to the college's Committee on Appointments. The Committee on Appointments is similarly to meet and prepare an evaluation to 1) summarize the discussion of the faculty member's performance and progress, and 2) assess the departmental process for the third-year review. The Committee on Appointments will then forward the third-year file, along with their evaluation, to the dean.

After considering the entire file, the dean will add his/her evaluation. The dean's evaluation, along with a copy of the evaluations prepared by the Committee on Appointments and the department or special committee, will be forwarded to the chair with an acknowledgment page for the pretenure faculty

member. At the earliest possible date the chair shall give the faculty member a copy of the evaluations. The provost has requested that the pretenure faculty member sign and return the acknowledgment page to signify that the evaluations have been provided. Third-year review documents shall become part of the faculty member's permanent file.

**Third-Year Reviews (submitted in electronic format) are due in the dean's office
February 15, 2019.**

Related Documents posted on A&S Forms and Documents web page (<http://artsci.case.edu/forms/>):

A&S Cover Sheet – Third-year Review – Fillable

A&S Policy – Third-year Review of Tenure-track Faculty

A&S Policy – Faculty Development

A&S Policy – Mentoring Tenure-track Faculty

A&S Policy – Evaluation of Teaching