

EDWARDS COLLEGE OF HUMANITIES AND FINE ARTS

Third-Year Review of Tenure-Track Faculty, 2016-2017

Purposes of the Third-Year Review

- To provide constructive feedback to tenure-track faculty members well in advance of the tenure year
- To encourage the candidate to begin preparation of the dossier early in the tenure process
- To expand the group of mentors to whom the candidate may turn in the latter half of the probationary period
- To increase and improve collegial participation in the tenure and promotion process.
- To provide the Chair and Dean additional information on the progress of probationary faculty.

Third-Year Review Process

- No later than the first Monday in February of the third year of employment¹, tenure-track faculty members present to their Department Chairs for review an interim dossier on their teaching, scholarship/creative activity, and service records. In 2017, this date will be February 6.
- The Department Chair of the faculty member's home department convenes the tenured faculty of the home department to review the file. The Department Chair drafts a summary of the discussion that includes an evaluation of the candidate's file. The statement should include a rating of outstanding, satisfactory, or unsatisfactory, and should include a list of recommendations for achieving desired improvements. All tenured faculty present at the discussion should sign this statement. Faculty who disagree with the statement may file a dissenting statement separately. This must be completed and given to the Peer Review Committee by the first Monday in March. In 2017, this date will be March 6.
- The Peer Review Committee reviews the file and the Chair writes a letter that includes a rating of outstanding, satisfactory, or unsatisfactory, and a list of recommendations for desired improvements. The numerical vote is not given either in this or in a separate letter, and there is no dissenting letter in cases of a split vote. The Chair's letter should accurately convey the range of opinion expressed by members of the Committee.
- The file, including the recommendations of the Peer Review Committee, must be given to the Dean by April 3, 2017.
- The Dean and the Department Chair meet with the candidate to discuss the review document and to plan for implementation of recommendations. The Chair prepares a document summarizing the items discussed and the recommendations made. This document includes signatures of the candidate, the Chair, and the Dean. This must be completed by the first Monday in May. In 2017, this date will be May 1.
- The candidate and the Department Chair both retain copies of the evaluations and recommendations. The candidate may choose to place this document in the candidate's tenure and promotion dossier.

Requirements for the Dossier

- 3-5 page narrative introduction addressing the three areas of performance
- Current *curriculum vitae*
- Departmental performance expectations
- Documentation of teaching effectiveness: teaching evaluations by students, peers, and Chair; copies of syllabi, writing assignments, examinations; other materials required by home department
- Reprints of published works
- Documentation of creative activity and performances
- The summary volume containing these materials should fit in a binder no larger than 1.5 inches in thickness. An additional volume may include supporting documentation.
- NOTE: candidates should keep hard copies of all materials, but should submit originals in the binder

The Peer Review Committee may elect to create third-year review teams. In that case, each third-year dossier will have three readers, and the Chair of the Peer Review Committee will review the feedback of each review team.



NOTE ON "CREDIT TOWARD TENURE"

In circumstances when a member of the faculty is given credit toward tenure to account for work completed at another institution, third year review will take place either in the third year of the tenure cycle, or in the second year of service. Third year review should never occur if the faculty member has not completed at least one full year of service at this institution.

For example, a faculty member hired with one year of credit toward tenure would go up during the second year at Coastal, but in the third year of the tenure cycle:

Year A Served at other institution

Year B First year at Coastal

Year C Second year at Coastal, third year review occurs in the spring of this year

In circumstances where a faculty member is given two years of credit for work at another institution, the third year review is delayed until one full year is completed at Coastal:

Year A Served at other institution

Year B Served at other institution

Year C First year at Coastal

Year D Second year at Coastal, third year review occurs in the spring of this year