COMMENTS CONCERNING THE PREPARATION OF
THE 3rd YEAR REVIEW DOSSIER

The purpose of the Third Year Review is to provide to the faculty member timely counsel with regard to their progress toward promotion and tenure. The review occurs approximately two and one-half years prior to the submission of the promotion/tenure dossier for a mandatory decision. The review process and preparation of the third year dossier also helps the faculty member become familiar with the policies and procedures that govern the application for promotion and tenure. In the mandatory decision year, the promotion and tenure documentation of a candidate must adequately demonstrate all facets of the abilities and performance of the faculty member being considered for promotion and/or tenure. The preparation of the third year review dossier provides a preview of information to be collected and how the information should be presented. Information provided in the blank dossier binder to the candidate is analogous to information the faculty member will see when provided with the blank promotion and tenure dossier binder during the mandatory decision year. As such, the faculty member should review the instructions and contents in the blank third year binder, particularly, the information included on “Promotion and Tenure Procedures.” These procedures and policies are those that will govern the decision by the Chancellor on promotion and tenure and specify expectations as well as evidence that the faculty member should consider for inclusion in both the third year and promotion and tenure dossiers.

The Third Year Review dossier contains nine of the sixteen sections used in the Promotion and Tenure dossier. These are: the Signature page, Summary of Action (different version than the PT dossier), Department Chair’s Assessment, Resume, Scholarly Activities, Graduate Faculty Activities, Teaching Activities, Service, and Extension Activities. One reason for utilizing a similar dossier for third year Review is to provide the faculty member with an early look at some of the documentation that will be required for the preparation of the PT dossier in the mandatory decision year. Each form that is included in the Third Year Review dossier should be completed. Your Chair will complete the Summary of Action and Department Chair’s Assessment. You should complete the other sections of the dossier.

Additional information on the completion of the dossier is inserted into this binder in each section, as appropriate. The dossier should be assembled within this binder, which is supplied by the Provost. The dossier will be reviewed by the Counseling Team to provide you with an assessment of your progress toward promotion and tenure.
THIRD YEAR REVIEW SUMMARY

Name: ________________________________________________________________

Current Rank: ___________________________

Department: ___________________________ Area Subcommittee: _______________________

Date of initial appointment: ______________

Rank at time of initial appointment: ______________

Years toward tenure at initial appointment: ______________

Number of years in current rank as of September 1, 2014: ______________

Years of Professional Experience: ______________

Current FTE Assignment to: Teaching: ________ Research: ________ Other: ________

Degrees: (Indicate the date the degree was granted, discipline, and institution)

B.S. _______________________________________________________________________

M.S. _______________________________________________________________________

Ph.D. _______________________________________________________________________

Area of Specialization: _______________________________________________________

Date of Counseling Meeting: ______________

________________________________
Vice Provost and Dean

Date Letter Forwarded to Candidate: ______________

________________________________
Vice Provost and Dean
COMMENTS CONCERNING PROMOTION AND/OR TENURE

Promotion and tenure documentation must adequately demonstrate that thorough consideration has been given to all facets of the abilities and performance of a faculty member being considered for promotion and/or tenure. The candidate should be thoroughly familiar with the contents of the following documents, which are reproduced from the University of Missouri Collected Rules and Regulations (CRR), Missouri S&T Promotion and/or Tenure Procedures, and relevant campus policy memoranda. Additional documents with which the candidate should be familiar are included in the front and back of this blank dossier binder.

Key documents include, but are not limited to:
- CRR 310.020 – Regulations Governing Application of Tenure
- CRR 320.035 – Policy and Procedures for Promotion and Tenure
- Missouri S&T Promotion and/or Tenure Procedures
- Missouri S&T Policy Memorandum No. II-10 – Qualifications for Professorial Academic Ranks
- Departmental Policies and Procedures for Promotion and Tenure (available from department chair)
SELF ASSESSMENT

The candidate should prepare a one to two page self assessment of his/her contributions, progress since the date of initial appointment at Missouri S&T, and opportunities for improvement in each of the principal areas of the institution’s mission: research, teaching and service. In the preparation of the self assessment, the faculty member should refer to the Collected Rules and Regulations, specifically, CRR 310.020 and CRR 320.035, Campus Policy Memorandum II-10 and promotion and tenure guidelines from his/her department as a point of reference. These documents are included in the previous section of this dossier binder. The self assessment will be reviewed by the Counseling Team along with other information assembled in this dossier binder to provide guidance to the faculty member.
Departmental Promotion and Tenure Policy
CRR 310.020
Regulations Governing Application of Tenure
CRR 320.035
Policy and Procedures for Promotion and Tenure
Missouri S&T Policy Memorandum No. II-10
Qualifications for Professorial Academic Ranks