

**Third Year Review of Tenure Track Faculty
2017-2018 Dates**

Date	Responsible Party	Task
January 22, 2018	Dept. Chair	Confirmation of candidates due for third year review
February 20	Provost	Send process and responsibilities documents, including instructions for creating and reviewing electronic dossiers
February 27	Department Chair	Identify Third Year Review representatives from the department's promotion and tenure committee to serve on review (advising) team. Note: This should NOT be the same person who served on the area or campus Promotion and Tenure committee. If the department has more than one individual going through third year review, one person may be designated to serve on multiple candidate review teams OR you may designate a different representative for each candidate.
March 2	Candidate	Electronic dossier pdf files submitted to department chair
March 16	Department Chair	Electronic dossier submitted to mstprovostpandt@mst.edu for uploading to Google Drive
March 30	Vice Provost and Dean	VP&D forms Third Year Review teams. Each advising team consists of one member of campus P&T committee, one area committee member, one member of department's P&T committee, the department chair, and dean. VPD provides Provost Office (bpalmer@mst.edu) with advising team members' names to be given access to electronic dossiers
April 1-30	Vice Provost and Dean	Third Year Review sessions (advising sessions) for each candidate to be conducted before April 30. One hour should be allotted for each session with the advising team meeting during the first 30 minutes and then asking the candidate to join them for the remaining 30 minutes.
May 11	Vice Provost and Dean	Letters summarizing findings of the Third Year Review are prepared and sent for review by the Provost, before being sent to the candidate and submitted to mstprovostpandt@mst.edu for uploading to electronic dossier.
May 25	Vice Provost and Dean	Vice Provost and Dean sends summary letters to the faculty candidates informing them of the findings.
	Provost Office	Third Review Dossier (including summary of findings) retained until mandatory review is complete.