

## **Third Year Review – Overview**

### Late January

- Identify faculty members due for Third Year Review
- Email department chairs to verify information

### February

- Send letter and blank dossier to chair for each third year review candidate
  - Attach process and responsibilities documents, including instructions for chairs assessment
- Send letter to each third year review candidate
  - Attach process and responsibilities document
- Third Year Review representatives identified from each department

### March

- Completed dossier submitted to department chair by March 3
- Dossier submitted to Dean by March 17

### April

- Third Year Review teams formed
- Third Year Review sessions (sometimes called advising sessions) scheduled and conducted before April 30

### May

- Letters summarizing findings of the Third Year Review sent to candidate and placed in file
- Third Year Review dossiers retained until mandatory Promotion and Tenure Review is completed. After successful P&T review, third year review dossier is archived.

## **PROCESS FOR THIRD YEAR REVIEWS**

In January of each year, the Provost will notify the Department Chairs and Vice Provost and Deans (hereafter referred to as Deans) of faculty members who are due for a third year review. The review date is based on the tenure notification date. The Provost will forward instructions for creating an electronic dossier to each faculty member undergoing review (through his or her department chair). The electronic dossier shall be completed by the faculty member and submitted to the Department Chair on or before March 3. Dossiers shall then be submitted electronically by the Department Chair to [mstprovostpandt@mst.edu](mailto:mstprovostpandt@mst.edu) by March 17.

A advising team will be assembled by the appropriate Dean consisting of one member of the campus Promotion and Tenure committee, one member of the area (Engineering, Sciences, Social Sciences or Arts and Humanities) Promotion and Tenure Subcommittee, one member of the Department's Promotion and Tenure committee, the Department Chair, and the Dean. The Dean will coordinate the participation of the Promotion and Tenure Area Subcommittee and the Campus Promotion and Tenure Committee members so that the members of these committees will review similar numbers of dossiers. The Dean will provide names of names of advising team members to Provost Office in order to request appropriate access to review the electronic dossier. The Provost Office will notify the advising team once the faculty member's dossier is received so that it may be reviewed by each member of the advising team prior to a meeting that shall be held to discuss the dossier and prepare the team's assessment for the faculty member. The Dean shall schedule a one hour meeting between the advising team and the faculty member and the meeting shall be held before April 30. The advising team will meet during the first 30 minutes of the meeting and then the faculty member will join the meeting with the advising team during the remaining 30 minutes of the meeting.

The Dean will submit a written report to the Provost following the meeting. The Provost shall review the written report before it is given to the faculty member. The final version of the findings report shall be submitted via [mstprovostpandt@mst.edu](mailto:mstprovostpandt@mst.edu) for uploading to the electronic dossier. The electronic dossier will be retained by the Office of the Provost for possible consideration when the faculty member is reviewed for tenure.

## **RESPONSIBILITIES FOR THIRD YEAR REVIEW**

### **Tenure-Seeking Faculty Member:**

- Review the attached “Process for Third Year Reviews,” “Responsibilities for Third year Review,” and information in the Third Year Review sample dossier on promotion and tenure procedures (Department and Campus-level, and enclosed Collected Rules & Regulations).
- Construct an electronic dossier in 12 point font which contains the following items according to the format and instructions provided:
  - An up-to-date curriculum vita.
  - All teaching activities performed over the three year period, including student and other available evaluations.
  - All research or scholarly activities; include lists of proposals submitted (sponsor, funding amount, date) proposals funded (sponsor, funding amount, date and any other grant/contract activity).
  - All scholarly publications; reviewed presentations, performances, or showings; other scholarly achievements. Publications may be attached as a separate pdf document.
  - Service activities: local, regional and national (department, division, campus, university, professional or technical society, etc.)
  - A brief (one to two page) self-appraisal each for teaching, scholarly and service activities.
- Provide the completed electronic dossier to the chair by March 3.
- Attend the advising team’s review in April.

### **Provost:**

- Verify faculty members who are due for third year review.
- Send notification letters in February to those faculty members who are due for third year review, together with process and responsibility information.
- Send notification letters to department chairs with faculty members who are due for third year review.
- Forward instructions for creating the electronic third year review dossier to appropriate department chair for each faculty member undergoing a review, along with process and responsibility information.

### **Dean:**

- Designate advising team members as indicated above in Process instructions.
- Review the electronic dossier, attend the advising team’s review, and prepare review “findings” letter.

- Forward faculty member's advising team letter to Provost regarding the team's assessment of the faculty member's progress towards tenure.
- Following approval of Provost, send findings letter to faculty candidate and submit via [mstprovostpandt@mst.edu](mailto:mstprovostpandt@mst.edu) for uploading to electronic dossier.

**Department Chair:**

- Inform individuals eligible for the review.
- Recommend a member of the Department Promotion and Tenure Committee to serve on the advising team and forward the name to the Vice Provost and Dean.
- Complete the Summary of Action form, Chair's Assessment, assist with the preparation of the graduate faculty form, and assist the faculty member as appropriate.
- Submit electronic dossier (pdf files) to [mstprovostpandt@mst.edu](mailto:mstprovostpandt@mst.edu) for uploading to Google Drive.

**Advising Team:**

- Review third year dossier(s) via Google Drive.
- Meet as a team to discuss and evaluate the dossier. At the conclusion of the meeting, discuss with the individual and the chair the findings and recommendations of the team.

## DEPARTMENT CHAIR'S ASSESSMENT

The department chair's assessment should summarize the progress of the faculty member toward promotion and tenure in the areas of teaching, research, and service. The assessment should principally include the chair's perspective on the faculty member's performance and trends in the establishment of sustained contributions in these areas. CRR 310.020 and 320.035 describe the UM System expectations in each of these areas and these documents should form the basis for the development of the chair's assessment of the faculty member's progress and contributions to date. Another document the chair should consult in drafting the assessment is Missouri S&T Policy Memorandum II-10, which describes the considerations for promotion and tenure to the rank of associate professor. In general, the chair should comment on whether he/she believes the faculty member is "on track" or whether there are weaknesses in a specific area that require improvement.

Collected Rule & Regulation 320.035, sections B.1 – Philosophy, B.2.a – Sustained Contributions, B.2.b – The Role of Research and Other Scholarly Contributions, B.2.c – The Role of Teaching, including Extension, and B.2.d – The Role of Service specify general expectations for contributions and faculty member traits that should be considered by the chair. These sections of the Collected Rules and Regulations should be reviewed prior to developing the assessment. The assessment prepared by the chair should note the progress of the faculty member in terms of the metrics that are outlined herein.

### **Research and Scholarship (CRR 320.035 B.2.b)**

The quality of the scholarship and research and the contributions that the candidate's activities in this area make to the department and the discipline should be discussed. The chair should comment on the progress of the candidate in this area. The assessment of research and scholarship should include a comparison to departmental expectations and may also discuss the role of the candidate's scholarship and research on the undergraduate instructional mission of the department.

### **Teaching (CRR 320.035 B.2.c)**

The department chair's analysis of the candidate's teaching contributions to the educational mission of the department should be reviewed. Improvements in the area of teaching that have been demonstrated by the candidate during the probationary period should be noted, as should trends toward improvement. The chair may also be aware of comments and concerns of students. These should be noted in the assessment for consideration by the advising team. The chair should also discuss possible limitations in the teaching capabilities of the candidate. For example, is the candidate able to teach the full range of departmental courses? Is the candidate effective in both large and small classes, laboratories, and lecture sections? Can the candidate teach effectively to both undergraduate and graduate students? How does teaching effectiveness compare to departmental expectations? Since the mission of the campus includes continuing education of professionals in the discipline, the assessment should also address the ability of the candidate to present advanced professional material to a mature audience of professionals who are knowledgeable in the area.

**Service (CRR 320.035 B.2.d)**

A faculty member must be willing to gracefully accept and fulfill the service duties that are required by collegiality and those that benefit the institution. The department chair is usually in the best position to judge past, current and future service contributions of a new faculty member. The assessment should clarify the role of the faculty member in service to the profession, department and institution. The chair's assessment should also comment on the level and type of service activities and trends in the service contributions of the faculty member.

**Other**

The assessment should also include any additional background on the candidate's service at Missouri S&T, the candidate's professional experience at other institutions, and other relative experience not reported in the candidate's vita that may be pertinent to the promotion and tenure decision in the mandatory decision year. The department chair should highlight special contributions of the individual to the mission of the department.