

## **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 2
- Dossier submitted to Dean by March 16

### 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 2. Dossiers shall then be submitted electronically by the Department Chair to [mstprovostpandt@mst.edu](mailto:mstprovostpandt@mst.edu) by March 16.

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 2.
- 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.