

Third Year Review of Tenure Track Faculty 2024 Dates

Date	Responsible Party	Task
January 2024	Dept. Chair	Confirmation of candidates due for third year review
February 23	Department Chair	Identifies Third Year Review representative 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 college 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 candidatereview teams OR the Dept. Chair may designate a different representative for each candidate.
February 26	Candidate	Forwards case in RPT to the department chair
March 13	Department Chair	Chair reviews RPT dossier and forward it to the Dean.
March 27	VP and Dean	VP&D forms Third Year Review teams. Each advising team consists of one member of Campus P&T committee, one College P&T committee member, one member of department's P&T committee, the department chair, and dean. VPD provides ProvostOffice (mstprovostpandt@mst.edu) with advising team members' names to be given access in RPT
April 1-30	VP and Dean	Third Year Review sessions (advising sessions) for each candidateto be conducted before April 30. Sessions are one hour long. The Dean meet with the advising team for the first 30 minutes. The entire team meets with the candidate for the remaining 30 minutes.
May 15	VP and Dean	Vice Provost and Dean sends letters via RPT to the faculty candidates informing them of the findings. Case is forwarded to the Provost.
	Provost Office	Third Year Review Dossier (including summary of findings) retained until mandatory tenure review is complete.