

Third Year Review – Overview

January

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

February

- Send letter 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

- Candidate completes their dossier and forwards it in RPT to department chair by March 3
- Dossier forwarded in RPT to the Dean by March 12

April

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

May

- Dean forwards the letter summarizing findings of the Third Year Review to the candidate and uploads letter into RPT.
- 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, faculty affairs 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. Faculty affairs will forward instructions for creating a dossier in RPT and schedule training to each faculty member undergoing review. The dossier shall be completed by the faculty member in RPT and forwarded to the Department Chair on or before March 3. Dossiers shall then be forwarded within RPT by the Department Chair to the Dean by March 12.

An advising team will be assembled by the appropriate Dean consisting of one member of the campus Promotion and Tenure committee, one member of the College Promotion and Tenure Committee, one member of the Department's Promotion and Tenure committee, the Department Chair, and the Dean or designee (**The department representative should NOT be the same person who served on the college or campus committee.**). The Dean will coordinate the participation of the College Promotion and Tenure Committee 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 advising team members to the faculty affairs Office who will grant them access to review the electronic dossier. 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 add a letter in RPT and forward the case to faculty affairs summarizing the findings of the advising team. The final version of the letter shall be given to the faculty member. The electronic dossier will be retained by faculty affairs 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).
- Prepare 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 assessments.
 - 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. Include the number of completed MS/PhD students.
 - All scholarly publications; reviewed presentations, performances, or showings; other scholarly achievements. Up to three representative 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 the deadline date.
- Attend the advising team’s review in April.

Faculty Affairs:

- 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.
- Upload the faculty member’s advising team letter in RPT and forward the case to faculty affairs regarding the team’s assessment of the faculty member’s progress towards tenure.

- Following approval of Provost/faculty affairs, send findings letter to faculty candidate.

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 Dean.
- Complete the Third Year Summary 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) in RPT.

Advising Team:

- Review third year dossier(s) in RPT.
- 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 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. 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.

The following sections of the CRR should be reviewed prior to developing the assessment:

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.

Research and Scholarship

The quality of the scholarship and research and the contributions that the candidate's activities in this area make to 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 as well as of the discipline. The Chair may also discuss the role of the candidate's scholarship and research on the undergraduate and graduate instructional mission of the department.

Teaching

The department chair should analyze the candidate's teaching contributions to the educational mission of the department. 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 share with the advising team information collected from students who took the candidate's classes. The chair should discuss possible limitations in the teaching capabilities of the candidate and how those limitations may affect the educational mission of the Department. 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? How does teaching effectiveness, as measured by student evaluations of teaching, peer evaluation, and self-assessment compare to departmental expectations?

Service

A faculty member must be willing to 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 comment on the level and type of service activities and trends in the service contributions of the faculty member. The department chair should highlight special contributions of the individual to the mission of the department and the University.