

MEMORANDUM

TO: College Deans
Director, University Libraries

FROM: John Pritchett, University Provost and
Chief Academic Officer

RE: Guidelines for Third Year Reviews – *Revised*

DATE: October 20, 2005

Florida Atlantic University's *Guidelines for Appointment, Promotion and Tenure of Faculty* shall be revised as follows:

...an appointee to a tenure track position, regardless of rank, shall receive, in the third year of his or her service, a formal review at both the department/school and college levels.

Every college must have written guidelines for third year reviews. These should be given to new employees when they begin work. At a minimum, these guidelines need to provide information on the following areas:

1. Purpose of the Third Year Review

A statement of mission and purpose of Third Year Review for the college.

2. Time line

The *Faculty Tenure Agreement*, completed at the time of hire, should indicate when the Third Year Review will be conducted. By intent, it is to review three years of work and may be conducted at the end of the Spring semester of the third year, or no later than the beginning of the Fall semester of the fourth year.

Faculty who are granted years toward tenure at time of hire, need to be advised that those years must be part of the Third Year Review. If a faculty member is hired with three years of credit toward tenure, they may undergo Third Year Review as part of the hiring process, immediately upon arrival, or after one year of service to FAU. These options need to be discussed and agreed upon at the time of hire.

3. Portfolio Materials

Using *University Tenure and Promotion Preparation* as a guide, the guidelines need to specify materials that need to be included in the Third Year Review Portfolio. At a minimum, these must include:

- § Up-to-date Vita
- § Copy of Annual Assignments
- § Documentation on instructional activities, including data from SPOT and peer evaluations
- § Documentation on scholarship, research and/or other creative activities
- § Documentation on assigned service and/or administrative activity
- § Department/college criteria
- § Annual employee performance evaluations

It is the responsibility of the employee to prepare the portfolio materials in the manner specified. Two copies of the portfolio should be prepared; one to be returned to the candidate after the review and one to be retained by the department/college until the completion of the tenure review.

4. Levels of Review

The guidelines need to specify how the Third Year Review will proceed at each level – the department/school, the college, and the Dean. It will be the responsibility of the Dean to initiate the Third Year Review process and set deadlines for submission of material.

At each level of review, those individuals who will be involved in the evaluation of the candidate's progress towards tenure must be specified. Relevant criteria for promotion and tenure must be used to evaluate the candidate's record and should include consideration of annual assignments and performance evaluations. The guidelines must specify the individual who will compose the evaluative summaries at each level and the method for sharing this information with the faculty member. The faculty member must receive a written review, with a copy retained by the department/college.

As always, please make sure that the Office of the Provost has a copy of your Third Year Review guidelines for our files.

cc: Diane Alperin, Associate Provost
Academic Personnel

Members, University Promotion and Tenure Committee

David Lee, Acting President
FAU Chapter, United Faculty of Florida

Roy Levow, President
University Faculty Senate