

Dorothy F. Schmidt College of Arts and Letters
Third Year Review process

A comprehensive 3rd year review of the progress towards promotion and tenure shall take place of all tenure-track faculty in the Dorothy F. Schmidt College of Arts and Letters. The purpose of the Third Year Review is to provide information and feedback to assist the faculty member in attaining tenure in the sixth year of service at the university. In addition to the College guidelines, each department/school has written criteria and guidelines to be used in the evaluation process.

In the Dorothy F. Schmidt College of Arts and Letters the Third Year Review will take place in the spring term of the third year of employment or the equivalent for those who are granted years toward tenure at the time of appointment. A candidate for 3rd year review will submit a portfolio describing their achievements and accomplishments since their appointment to Florida Atlantic University using the University Tenure and Promotion Portfolio Preparation as a guide. Materials are submitted to the College Promotion and Tenure Committee in February, with the exact date set by the College P&T committee. Department deadlines to meet the College deadline are set internally allowing for the full process of review and required candidate response time.

The candidate will assemble a portfolio that follows the University tenure portfolio guidelines except items 2, 10 and 17 for the Third Year Review Process:

1. Signed Nominee Portfolio Cover Sheet (Certification of completeness of the portfolio on the date signed)
2. ~~Signed Waiver of Rights to Review Letters from External Reviewers~~
3. Status letter(s)
4. Up-to-Date Vita
5. Annual Assignments
6. Instruction (Table; SPOT summary reports; Peer evaluation of teaching materials and classroom instruction)
7. Scholarship, research and/or other creative activity
8. Assigned service and/or administrative activity
9. Self-evaluation
10. ~~Letters of Evaluation from independent evaluators~~
11. Report of the Department/School
12. Chairperson's/Director's letter
13. Report of the College Promotion and Tenure Committee
14. Dean's letter
15. Department/Unit Criteria for Promotion and Tenure
16. Annual Employee Performance Evaluations
17. ~~Third Year Review Report~~

The portfolio will be reviewed by the candidate's department/school and the Chair or Director. A letter will result from this review and include the opinion of the faculty within the department/school concerning the progress of the candidate.

The College Promotion and Tenure Committee will review all of the documentation and provide a report to the Dean of the College. The Dean will report to the candidate and their Chair/Director and provide whatever information and/or advice they feel is appropriate concerning the progress of the candidate towards promotion and tenure.