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MEMORANDUM

TO: Deans

FROM: Bret Danilowicz, Provost and Vice President
Academic Affairs

DATE March 2019

SUBJECT: Guidelines for Third Year Reviews (Revised)

A handwritten signature in black ink that reads 'Bret Danilowicz'.

Florida Atlantic University's *Criteria for the Appointment, Promotion and Tenure of Faculty* stipulates that:

The annual evaluations of untenured faculty must include a separate component that fairly appraises the faculty member's progress toward tenure and, if the candidate is an Assistant Professor, promotion to Associate Professor. In addition, an appointee to a tenure-track position shall receive, in the third year for his or her service, a formal written 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. Timeline

The *Faculty Tenure Timeline*, 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 at FAU. These options need to be discussed and agreed upon at the time of hire.

3. ePortfolio Materials

Using, *University Promotion and Tenure ePortfolio Preparation in the Promotion and Tenure ePortfolio Guidelines for Tenure Track Faculty* memorandum as a guide, the guidelines need to specify materials that need to be included in the Third Year Review ePortfolio. 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/school/college criteria
- Annual employee performance evaluations

It is the responsibility of the employee to prepare the ePortfolio materials in the manner specified. All materials should be uploaded into the case created for them in Interfolio Review, Promotion, and Tenure (RPT). All candidates will be notified via email once a case has been initiated.

4. Levels of Review

The guidelines need to specify how the Third Year Review will process 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/school/college.

Further, if materials are added or changed by anyone, the candidate must be notified and given five (5) days to respond. The candidate may attach a brief response within 5 days of the receipt of the added material. The ePortfolio cannot move forward for 5 days after the candidate has

received the report, unless, before the 5 day period has expired, the candidate indicates there will be no response. The response should be filed in the same section as the letter or materials being responded to.

5. No Guarantee of Tenure or Promotion

A positive or negative appraisal of progress toward tenure and/or promotion is not binding on any level of review or recommendation in the tenure and promotion process, and not binding on the President's discretion and ultimate decision, but is meant to provide guidance from the department/school/college.

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

Cc: Michele Hawkins, Vice Provost Academic Affairs
Arcadia Callahan, Director, Academic Personnel
Members, University Promotion and Tenure Committee