**Wilkes Honors College, Florida Atlantic University**

**Third-Year Review (TYR)**

**2022-2023 Timeline**

**Tues., Nov. 1, 2022:**  The TYR candidate list is confirmed by the Chairs and Deans and cases are opened by the Interfolio administrator. Candidates confirm if external reviewers will be solicited (optional) and arrange to have a peer evaluation of teaching conducted by a tenured faculty member. If the candidate holds a joint appointment, the Chairperson will request a written evaluation from the research evaluator.

**Tues., Dec. 13, 2022:**  (Optional) Due date for candidates to submitmaterials for external reviewers and complete *Waiver of Right to Review Letters from Reviewers* form. Chairperson uploads the waiver form to candidate’s case, prepares cover sheets and letters, and solicits reviewers via Interfolio. **External reviews are due by Wed., Feb. 8, 2023.**

**Fri., Jan. 27, 2023 (on or before):** The P&T Committee selects TYR Sub-Committee(s).

**Tues., Feb. 7, 2023:** **Due date for candidates to submit TYR ePortfolios in Interfolio for review.** The P&T Chairperson reviews the contents and verifies that all required materials are included.

**Wed., Feb. 8, 2023 (on or before):** Due date for peer evaluators and research evaluators (if applicable) to submit reports to the P&T Chairperson who uploads the reports to the candidate’s case and shares them with the candidate. Candidates have 5 business days to submit an optional response to the evaluations.

**Wed., Feb. 15, 2023:** Deadline for candidates to submit optional responses to peer evaluation and/or research evaluation.

**Tues., Feb. 21, 2023:** The P&T Chairperson uploads the signed *Certification of Completeness of P&T Portfolio Documentation* form and moves cases forward to the full P&T Committee for review.

**Tues., Mar. 21, 2023 (on or about):** TYR Sub-Committee meets with the full P&T Committee and presents its findings for comment.

**Tues., Apr. 4, 2023:** The TYR Sub-Committee Chairperson prepares and uploads the committee’s report to the faculty member’s case, along with the signed *Certification of Review of Waiver Selection and Use of Evaluator Information* form*,* if applicable. The report is shared with the candidate who has 5 business days to submit an optional response to the report.

**Tues., Apr. 11, 2023:** Deadline for candidates to submit optional written responses to committee reports. The TYR Chairperson moves the case forward to the Dean.

**Tues., Apr. 18, 2023:**  The Dean prepares and uploads his/her letter to Interfolio, along with the signed *Certification of Review of Waiver Selection and Use of Evaluator Information,* if applicable. The letter is shared with the candidate who has 5 business days to submit an optional response to the report.

**Tues., Apr. 25, 2023 (on or about):** Candidates meet with the P&T Chair, TYR Chair, and Dean.

**Tuesday, May 2, 2023 (on or about):** Candidates have 5 business days to submit an optional written response to the Dean’s letter.