



FLORIDA ATLANTIC UNIVERSITY

College of Engineering
and Computer Science

General guidelines for third-year review of tenure-track faculty

A comprehensive third-year review of progress toward promotion and tenure will be conducted for all tenure-track faculty in the College of Engineering and Computer Science at the beginning of their fourth year of employment. This review is in addition to the annual appraisals of progress toward tenure that are conducted by the department chairs. The purpose of the review is to provide feedback to aid the faculty member in attaining tenure at Florida Atlantic University.

To view the complete Provost's memo on Third Year Reviews and additional documents, please visit the links below.

- [Guidelines for Third Year Reviews 2019](#)
- [Tenure and Promotion Guidelines Memo](#)
- [Comprehensive Curriculum Vitae Template for P&T](#)
- [Criteria for the Appointment, Promotion, and Tenure of Faculty](#)
- [Principles for Creating Criteria and Standards for Promotion & Tenure](#)
- [College P&T Criteria \(and Annual Evaluations\) Websites](#)

A candidate for the third-year review will produce a portfolio in Interfolio describing their activities and accomplishments since their appointment at Florida Atlantic University.

It is expected that the review portfolio will comprise minimally of:

- An up-to-date Vita using the Provost's Template
- Copy of Annual Assignments
- Instructional Activities, including
 - Teaching and/or Advising Awards
 - SPOTs
 - Peer Evaluations (2-3 required)
 - Course/Curriculum Development, etc.
 - Advising (optional)
 - Community Engagement (optional)
 - Undergraduate Research and Inquiry (optional)
- Scholarship, Research, and Other Creative Activity
- Professional, Community and University Service

- Self-evaluation
- Annual Performance Evaluations
- Present and Future Work Plans
- Supplemental Materials
- This Document

The candidate's portfolio will be reviewed by the following:

- The tenured faculty in the candidate's department, who will review the portfolio and give written recommendations
- The Chair/Director will review and provide written recommendations
- The College Personnel Committee will review the portfolio and provide a report to the Dean of the College
- The candidate will receive these recommendations

Note that although the review of candidates' portfolios will take place at the beginning of their fourth year, the third-year review will be based on progress during the candidate's initial three years. Candidates whose appointments began in the Spring semester, and who therefore completed their third year at the end of the Fall semester, will have their portfolios reviewed during the Fall semester of the following year.