

College of Social Work and Criminal Justice
Third Year Review Process
February 4, 2025

A comprehensive 3rd year review of the progress towards promotion and tenure shall take place for all tenure-track faculty in the College of Social Work and Criminal Justice (CSWCJ). 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 School has written Promotion and Tenure criteria and guidelines to guide in the evaluation process, all of which can be found on the College's website or provided by the Director.

In the College of Social Work and Criminal Justice, 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 through Interfolio following the CSWCJ's Annual Timeline for Submission of ePortfolios Promotion and Tenure, Third Year Reviews and Non-Tenure Track document. School 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 and include:

1. Status letter(s)
2. Up-to-Date Vita
3. Copy of Annual Assignments
4. Instruction (Table; SPOT summary reports; Two (2) peer evaluation of teaching materials and classroom instruction)
5. Scholarship, research and/or other creative activity
6. Assigned service and/or administrative activity
7. Self-evaluation
8. Department/Unit Criteria for Promotion and Tenure
9. Annual Employee Performance Evaluations
10. Tenure and/or Promotion Appraisals
11. Supplemental Material
12. Certification of Portfolio Completion from Chairperson/Director
13. Report of the Department/School Promotion and Tenure Committee
14. Chairperson's/Director's letter
15. Report of the College Promotion and Tenure Committee
16. Dean's letter, Certification of Portfolio Completion from the Dean

The portfolio will be reviewed by the candidate's School and the Director. Letters will result from these reviews and include the assessment and vote of the faculty within the School concerning the progress of the candidate.

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

Any time a document is added to the portfolio (e.g., review letters, additional materials, etc.), a copy will be shared with the faculty member through Interfolio, who may attach a brief response within five (5) business days of receipt of the material.

No Guarantee of Tenure or Promotion

Per the guidelines of Third Year Review from the Provost Office, 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 is not binding on the President's discretion and ultimate decision, but is meant to provide guidance from the school/college.

Reviewed and approved on March 10, 2025, by Stephen Engle, Associate Provost, and Tori Winfield, Associate General Counsel