

THIRD YEAR (PRE-TENURE) REVIEW

College of Arts and Sciences, University of Texas at Tyler

The College of Arts and Sciences requires tenure-track faculty to be evaluated in their third year of tenure-earning service. The third-year review constitutes a major assessment of the untenured faculty member's record of achievement and progress toward tenure. Therefore, the input of senior faculty in the department or school is required. The purpose is to review the person's activities in teaching, scholarship, service, and collegiality, and determine if the person is progressing normally towards a successful tenure review during the fifth or sixth year. The candidate is expected to familiarize him or herself with the criteria, policies, and procedures outlined in appropriate tenure documents at the departmental, school, college, and university levels (Handbook of Operating Procedures 3.05).

PROCESS

The third year review will begin at the Department or School, during the faculty member's third year of tenure-earning service. At least one month before the review, the chair shall request a current vita, copies of annual evaluations, evidence of teaching effectiveness, and names of faculty who have chaired committees they have served on. The vita should include citations of all scholarly activities.

It is not necessary for the faculty member to provide actual teaching evaluations by students or copies of published work unless specifically requested by the Committee, Chair, Director, or Dean. It is intended that the same type of materials be used in this review as for the actual tenure evaluation but in a somewhat condensed and shortened version.

To be maximally useful to the candidate and the Department, the review shall involve discussion among the entire tenured faculty excluding the chair. (In cases where the department has fewer than three tenured faculty (excluding the Chair), the chair, after consultation with the faculty member, shall invite tenured faculty from another department or School/College to participate in the review.)

In order for the review to accurately reveal the judgment of tenured faculty, the discussion shall conclude with a vote on whether or not the candidate is making appropriate progress toward tenure.

The tenured faculty shall prepare a written report covering the findings of the faculty review and characterizing the nature of the vote. The committee is to issue one of three recommendations:

- 1) Person is making satisfactory progress in teaching, scholarship, service, and collegiality.
- 2) Person is making satisfactory progress in some of these areas but needs to upgrade activity in a particular area. In these cases the committee should recommend what steps the candidate needs to take in order to improve progress. The committee may, in some cases, wish to recommend an additional review in the following year to see if progress is being made.
- 3) Person is not making satisfactory progress. It appears unlikely that, given the remaining probationary period, satisfactory progress will be made and the committee recommends termination.

The report will be signed by the Chair of the Evaluation Committee, and a vote of all members will be recorded. Individual votes should not be identified. A summary vote is sufficient. Whatever the results of the vote, faculty members under evaluation should understand that this vote is not a commitment to grant or deny tenure in the future. The report will be forwarded to the Department Chair as appropriate.

The Department Chair will then make a separate recommendation that progress is satisfactory, needs improvement, or is unsatisfactory with his or her own evaluation and suggestions. This recommendation, along with that of the committee and the candidate's current curriculum vitae, is to be forwarded to the candidate and to the Dean no later than May 1.

After completion of the review, the candidate may request a meeting with the Chair, Director, and/or Dean to discuss the review. Where the record is unsatisfactory, non-reappointment may be warranted. In that case, the faculty member will be notified no later than August 31 of the third year that his/her contract will be terminated at the end of the subsequent year.