

**FLORIDA ATLANTIC UNIVERSITY
COLLEGE OF EDUCATION
THIRD YEAR REVIEW OF PROGRESS TOWARDS TENURE
GUIDELINES**

(approved 9/00, revised 4/02, revised 4/06)

University guidelines for Promotion and Tenure require that an appointee to a tenure track position, regardless of rank shall receive, in the third year of his or her service, a formal review at both the department and college levels. This review is in addition to the appraisals of progress toward tenure that are done annually by the department chairs. The purpose of the Third Year Review is to provide information and feedback to aid the faculty member in attaining tenure in the sixth year of service at the university.

In the College of Education, the Third Year Review will occur in the fall term of the faculty member's fourth year of employment (or the equivalent for those who are granted years towards tenure at the time of hire). Departmental materials must be presented to the College of Education Promotion and Tenure Committee by the third Monday of September.

A Faculty Tenure Agreement is executed at the time of hire, and provides definite dates for the Third Year Review and Tenure Application, and a copy is given to the new hire. Chairs are encouraged to provide information about the Third Year Review process in writing and orally as they discuss the expectations with new faculty.

DEPARTMENTAL LEVEL REVIEW PROCESS

The Third Year Review process begins at the departmental level. The chair shall set the deadlines for submission and consideration of materials.

- ✓ Candidates will assemble a Third Year Review portfolio which will contain everything required in the university's tenure portfolio, except for letters of reference. In addition, it will contain a detailed section on scholarship/publication/ and/or creative activities. The section will describe published and unpublished work clearly indicating the length, publication status, and significance of the work and, where appropriate, information such as the venue and/or jury process for a performance or musical/artistic composition. A self-evaluation of no more than four double-spaced pages will be included and will address each of the following areas: Instruction, Scholarship, and Service.

A "Criteria-Data Table" is required of all COE Third Year Review candidates, and is to be included in the front pocket of the portfolio/notebook. (The Criteria-Data Table is divided into three categories: Scholarship/Publications/Creative Activities, Teaching, and Service. For each category, the COE established indicators of excellence are presented together with a candidate's supporting data. For each category, it also presents COE indicators of competence together with a candidate's supporting data.)

The College of Education Promotion and Tenure Committee requires two copies of the Third Year Review portfolio/notebook. One copy of the Third Year Review portfolio/notebook will be retained in the Dean's office upon completion of review process. Second copy will be picked up by faculty after receipt of letter from committee. Departments are encouraged to make examples of exemplar portfolios available to faculty.

- ✓ The portfolio will be reviewed by a departmental committee constituted according to policies adopted by the department or, if such a committee does not exist, by all members of the department eligible to vote on the candidate, that is tenured faculty. The faculty of each department should adopt some procedure to ensure that the full range of opinions among the faculty is solicited. The relevant group will hold a meeting to discuss the candidate's progress towards tenure. The discussion shall use the relevant criteria for tenure to review the candidate's record and should include consideration of annual assignments and performance evaluations regarding:

1) teaching effectiveness

- (a) consideration of effectiveness in imparting knowledge and skills and in stimulating students' critical thinking and/or creative abilities;
- (b) clear explanation of the nature and meaning of student evaluations and a comparison of the candidate's scores to all other members of the department;
- (c) explanation, description, and meaning of other tools used for evaluating teaching effectiveness.

(2) scholarship, research and other creative activity

- (a) published books, articles and papers; papers presented at meetings of professional societies; and research and creative activity that has not yet resulted in publication, display, or performance.
- (b) an explanation and other appropriate information on the quality and/or ranking of publication and creative activity outlets.

(3) service that is related to and furthers the mission of the university (if appropriate, please include a statement as to how the department views service for junior faculty).

(4) other assigned university duties and responsibilities.

One member of the group will be selected to write a narrative account of the discussion that is acceptable to all members. The account should accurately summarize the different points of view expressed during the discussion and solicited from the department. It should describe the perceived strengths and weaknesses of the candidate's record. No vote is expected or required. The goal of the process is to provide useful information to the candidate about his or her progress toward tenure.

- ✓ A copy of the narrative account will be given to the faculty member and the chair. The chair and the faculty member will sign the account, indicating that they have received it. Then, the chair shall write a letter reviewing the candidate's progress towards tenure, considering the candidate's record, the departmental evaluation, and the relevant criteria. The portfolios, with the departmental and chair's letters added to them, will go to the College of Education Promotion and Tenure Committee.

COLLEGE LEVEL REVIEW PROCESS

The College of Education Promotion and Tenure Committee has established that the third Monday in September is the deadline for submission of portfolios and departmental assessments of faculty.

- ✓ The College of Education Promotion and Tenure Committee will examine the relevant criteria, the candidate's record, and the departmental review. A memorandum, drafted by one committee member and acceptable to all members, will summarize the discussion about the case. No vote is expected or required. The goal of the process is to provide useful information to the candidate about his or her progress. A copy of the memorandum will be given to the faculty member and to the chair of the relevant department. Both will acknowledge receipt of the memorandum in writing.
- ü Copies of the memoranda from department, chair, and college committee will go to the dean and be placed into the faculty member's personnel file. The faculty member may put the Third Year Review memoranda in his or her tenure application if he or she so desires, however, inclusion of this material in the tenure application is optional.