



## Third-Year Review Timetable for AY 2018-19

Please note that this timeline is meant to be a guide, keeping in mind that dossiers are due to the Dean's Office by December 14<sup>th</sup>. Departments may deviate from the other dates suggested in this schedule.

Action	Responsible Party	Timeframe/ Due Date
1	Office of the Dean distributes memorandum regarding the annual promotion and tenure process.	COH Office of the Dean February 19 <sup>th</sup>
2	<a href="#">Annual Promotion Workshops</a> are coordinated by the Vice Provost for Faculty Affairs. Attendance at the April 12 <sup>th</sup> workshop, <i>Preparing the Promotion Dossier</i> , is highly encouraged for all candidates.	Candidates February 23 <sup>rd</sup> – April 25 <sup>th</sup> * <i>*April 12<sup>th</sup> session is essential</i>
3	Department Heads/Directors should identify and then notify candidates in writing of their upcoming reviews. <a href="#">UHAP 3.3.01 [B]</a> outlines that tenure-eligible assistant professors must undergo a retention review by no later than the end of their third year in rank. "Reappointment in rank may be made without college or University review, but all tenure-eligible assistant professors will be formally evaluated at this stage by their head and their unit's Standing Committee on Faculty Status."	Department Heads/Directors By February 28 <sup>th</sup>
4	Heads/Directors should forward a final list of all candidates to be considered to the Dean's Office.	Department Heads/Directors By March 20 <sup>th</sup>
5	Heads/Directors should inform all candidates that they are responsible for the preparation and accuracy of their dossiers (see Action #7). These should be developed in consultation with the Head/Director and submitted in draft form by the end of the spring semester with copies of all supporting documentation.	Department Heads/Directors By March 20 <sup>th</sup>
6	Department Heads/Directors should confirm the department Third-Year Review Committee. For guidance, see Section 2 regarding the <a href="#">Appointment of Committees</a> in the COH Promotion and Tenure Procedures. Committees should be made aware of any candidates who may have leave scheduled for the fall. Those candidates will need to have their peer review of teaching (particularly classroom observations) completed by the end of the spring semester instead of the usual timeline in the fall. See Action #12.	Department Heads/Directors By March 20 <sup>th</sup>

7	<p>Candidates are responsible for the preparation of their dossier in compliance with university and college guidelines. See the Provost's <a href="#">Guide to the Promotion Process</a> and Sections 3.2 and 3.4 about <a href="#">Preparing the Promotion and Tenure File</a> in the COH Promotion and Tenure Procedures.</p> <p>Dossiers must contain <a href="#">university-issued cover pages</a>. If sections do not apply, please include an attached page stating as such.</p> <p>Please note that COH requires access to publications for the department committee, Department Head, and Vice Dean's review. Electronic versions of the materials are acceptable (e.g. links in the CV or PDFs in a file sharing application). If electronic accessibility is not available, printed copies or books should be provided. They will be returned to candidates at the conclusion of the process.</p> <p>Syllabi and TCEs should be included in the candidate's teaching portfolio.</p> <p>Third-year reviews do not require evaluations from external reviewers (Section 10) unless the department wishes to solicit them.</p>	Candidates	<p><b>Draft preparation:</b> March 20<sup>th</sup> through the end of the Spring Semester</p> <p><b>Final preparation:</b> Summer through Mid-September</p>
8	<p>The candidate delivers a draft of their dossier to their Head/Director.</p>	Candidates	By the end of the spring semester
9	<p>The Head/Director reviews the dossier for accuracy, completion, and adherence to Provost's guidelines (see Action #7 above). Final revisions by the candidate should be made during this time.</p> <p>Candidates should be reminded that their final dossier is due to their Head/Director by mid-September.</p>	Candidates and Department Heads/Directors	End of the Spring Semester through mid-September
10	<p>The candidate delivers a complete dossier in its final form to their Head/Director.</p>	Candidates	By mid-September
11	<p>The Head/Director verifies compliance of the candidate's final dossier with university and college requirements.</p> <p>By this time, Head/Directors should provide departmental committees with their charge and provide a timetable for their deliberations. The final dossier, supporting documents, and copies of the departmental promotion and tenure criteria and procedures should be delivered to the department committee chair. Heads/Directors should also impress the importance of maintaining the confidentiality of the peer review process. According to UHAP 3.2.01, "Deliberations, evaluations, and recommendations of peer review committees are confidential, as are any evaluations or recommendations received by them."</p>	Department Heads/Directors	By the end of September

12	<p>Department committees should conduct classroom observations as part of the evaluation of the candidate's teaching (Section 7 of the dossier).</p> <p>Department committees must use the protocol for peer reviews from the <a href="#">Office of Instruction and Assessment</a>. This protocol requires that reviewers meet with candidates before observing their teaching and follow up with a meeting to discuss their observations. The protocol also recommends that candidates be given the opportunity to send the Department Head a response regarding their teaching observation.</p> <p>Additionally, departmental committees should prepare a separate memo with a peer review of the candidate's teaching and teaching portfolio. This memo is <b>separate from the letter in which committees make their final recommendation on the candidate's promotion</b>. This memo is included in <a href="#">Section 7</a> of the dossier and should also be considered in the committee's final/separate recommendation.</p>	Department Committee	<p>Classroom observations/peer review of teaching should occur by the end of the spring semester for candidates who are on leave in the fall</p> <p>For candidates who are not on leave in the fall, this process should occur at the beginning of the fall semester through the mid-September</p>
13	The department committee reviews the final dossier, meets and deliberates.	Department Committee	End of September through early November
14	The department committee's recommendation letter is written signed. The department letter should include a vote count on their recommendation for retention including recusals, abstentions and absences (if applicable).	Department Committee Chair	By early November
15	<p>The Department Head/Director reviews the dossier and writes their recommendation letter.</p> <p>If the review results in a decision to reappoint, the head must provide the faculty member with a written evaluation identifying any problem areas which may preclude the granting of tenure. If the review results in a recommendation that a faculty member not be reappointed, the faculty member will be reviewed at the college and University level, by a process outlined in <a href="#">UHAP 3.3.02</a>.</p>	Department Heads/Directors	Mid-November through December 14 <sup>th</sup>
16	<p><b>An original dossier</b> should be delivered to the Dean's Office by the Head/Director.</p> <p>Supporting documents (e.g. syllabi, TCE's, curricular reviews, major assignments) and publications should be forwarded to the college. Electronic versions of publications (e.g. links in the CV or PDFs in a sharable account) or printed versions are acceptable.</p> <p>The Head/Director should provide the Vice Dean with a copy of their written notification to the candidate regarding the nature of their recommendation.</p>	Department Heads/Directors	By December 14 <sup>th</sup>
17	<p>The Vice Dean reviews dossiers and provides any pertinent feedback to the Department Head/Director.</p> <p>Publication materials are returned to the department.</p>	Dean	December 14 <sup>th</sup> – May