

3rd Year Review Information
Center for Faculty Development
October 2023

Purpose of Third-Year Review

“to provide guidance to the tenure-track faculty member regarding future direction and activities”

Basic University Procedure

1) College will inform the faculty member that they will be under review, the deadlines, and any college requirements.

2) The third-year peer review committee (TYRC) will similar to the promotion and tenure committee.

- If the program has 5 or more tenured faculty, they will either all be a committee or elect from among themselves a 5-person review committee
- If the program has fewer than 5 tenured faculty, the candidate should submit a list of potential additional members to the TYRC. The initial TYRC will forward this list to the Dean with their comments. The Dean will decide after consulting with the candidate (and the TYRC).

3) Faculty member prepares “binder” of materials for review. Binders are due in the Spring (except for CSE). Materials include

- faculty CV
- documentation of relevant past activities (often including a narrative)
- all publications including those in press
- documentation organized under (1) Teaching and Educational Activities, (2) Research, Scholarship or Artistic Activities, and (3) Service
- colleges may have specific guidelines

4) No external reviewers are used in Third-Year Reviews

5) Review committee examines binder and writes analysis. Analysis will likely consist of:

- Whether demonstrated adequate progress toward promotion and tenure
- Strengths of faculty member’s current activities
- Weaknesses of faculty member’s current activities
- Suggested actions for strengthening the faculty member’s candidacy
- Comments on format and documentation
- Note: The recommendations and findings do not imply a specific commitment to future university action in promotion and tenure

6) Department Chair examines binder and review committee’s analysis and writes own analysis.

Note: Letters from your TYPC and Department Chair will be part of your Promotion and Tenure Document.

7) Dean and chair of peer review committee meet with faculty member to discuss review. This meeting should occur by May 31st. Feedback should be both verbal and written.

Promotion and Tenure Document File

The Promotion and Tenure Document is the information that the candidate seeking promotion and/or tenure submits summarizing her/his case for promotion and/or tenure. It consists of the following items:

1. A formal request for promotion and/or tenure in the university.
2. Applicable department/college promotion and/or tenure criteria.
3. Written notifications from the Dean of any approved extensions of the probationary period.
4. Annual evaluations from the Department Chair for each year during the evaluative period (e.g. the probationary for Assistant Professor promotion to Associate Professor).
5. Letters from the Third-Year Review peer committee and Department Chair (only for promotion to Associate Professor).
6. A current curriculum vita.
7. A narrative of the candidate's case for promotion and/or tenure. This material should be organized under the three categories of professorial responsibility: (1) Teaching and Educational Activities, (2) Research, Scholarly, or Artistic Activities, and (3) Service.
8. Item 7 may total no more than the lesser of 7,500 words or fifteen pages. Many Promotion and Tenure Documents by successful candidates are frequently much shorter than fifteen pages.
9. Additional material required by the college or department.
10. Appendix material: supporting materials may include but are not limited to: teaching evaluations, course summaries, published research, research summaries, artistic products, etc.

Basic Narrative Ideas

Typically, faculty members include a narrative that describes their accomplishments. The following are hints and reminders for writing your narrative, which is the best opportunity for you to make your case:

- ❖ **Focus on criteria that your college and/or department have for promotion and tenure**
- ❖ Look for any specific requirements or suggestions your college has for reporting
 - Divide narrative into teaching, research, and service
 - Write using a Department Chair who is not in your program as the audience.
 - The 3rd Year Review narrative does not have a maximum; however, the P&T narrative requires fewer than 15 pages and less than 7500 words
 - If possible describe more than just “clearing the bar” on criteria.
 - State plans for improvement and/or meeting remaining requirements

Other Narrative Ideas

- Main chance to describe items that reviewers cannot understand from one line in the vitae
- Main chance to give additional information about apparent weaknesses
- Don't be modest (but don't go over the top and don't whine)
- Remind yourself what you have done by looking at each part of the Annual Reviews
- You signal how important something is by the amount of time you spend to explain it
- If tables help you explain your information, please use them
- Can have introduction and conclusion to narrative
- If criteria for promotion and tenure are not clear, here are some items you can put in narrative
 - Teaching – Are you an effective teacher?
 - Philosophy/Reflecting on Teaching
 - How have you improved/become more effective?
 - Critical analysis of student evaluations (including open-ended responses)
 - Outside of class teaching (e.g., student lab groups)
 - Other teaching activities (e.g., thesis, curriculum development/improvement)
 - Research - Are you establishing a name for yourself among your research/artistic peers?
 - What you have done?
 - Importance of work?
 - Quality of outlet?
 - Has your work been cited/noticed?
 - Have you been offered opportunities to present your work?
 - What are your next steps and how have you positioned yourself to make those?
 - Service - Are you contributing to the maintenance and development of
 - Your program or department?
 - Your college or UHCL?
 - Your profession?
 - Your community?

Hints on binders

- Have somebody read it over before sending it in
- Make it look professional
- Make items easy to find (if something is in the binder it should be referred to in the narrative)
- Should have table of contents
- If dates are needed to understand handouts, make sure they are present
- Note: Colleges may have specific requirements for the formatting and documentation
- Promotion and Tenure documents will be submitted electronically, but each college has their own system

Remember for Promotion and Tenure you will be rated on the following

- Teaching and Educational Activities
- Research, Scholarly, or Artistic Activities
- Service

You must receive an “up” vote on each area to be recommended for tenure

You may choose whether to use any criteria since you started the tenure track at UHCL.

Hints for Getting the Most out of Your 3rd Year Review

- Predict what feedback you think you will get. Feedback in 3rd year review should not come as a surprise. If it is, ask about it.
- Use the feedback as guidance for what you need to emphasize in promotion and tenure
- Make sure you understand what your peer committee, department chair, and dean’s interpretation of the criteria for your college and/or department
- In talking with Dean and your TYPC chair, ask about teaching, research, and service, especially as it relates to your getting tenure
- Take any cautions, suggestions, or recommendations seriously. Some colleges ask for promotion and tenure that you respond to any recommendations made in your 3rd year review
- Create a plan for what you will do during years 4 and 5.
 - Make sure it is realistic
 - Check with others to see if accomplishing your plan will likely get you tenure

What Comes Next

- At end of year 5 you will turn in your external packet for your promotion and tenure review.
- If a major life event happens to you where you are not able to be productive at work for an extended period of time, you have the option to request a pause on your tenure clock. You will want to make the request as soon as you know you will be affected by the situation.