

College of Education Third Year Review Documents and Timeline



Third Year Review Description

All tenure track faculty must undergo a mandatory third-year review. The review is required to identify areas of merit and areas of concern evident in a candidate's review portfolio. The intent is to assist the candidate in understanding her/his progress towards promotion and tenure, while allowing sufficient time to encourage continuation of areas of merit and address areas of concern through mentoring and faculty development. The third-year review will be conducted during the third year of full-time service (unless following other agreements established at the time of hiring or adjustments due to extenuating circumstances) by the department chair, a college review committee, and the dean, with input from the department faculty. External review is not required for third-year review.

COE Third-Year Review Portfolio Content:

1. Curriculum Vitae;
2. Reflections on Teaching, Research, and Service
 - a. Reflections should discuss work accomplished and project how the faculty member expects to build upon work-to-date and progress in the next two-three years. Reflections should not consist entirely of a summary that already exists in the form of the CV and in the annual evaluations.
 - b. Recommendation is that 2-3 pages per area should suffice;
3. Annual evaluations from years 1, 2, and 3 (including any faculty responses to annual evaluations);
4. ISU Application for Promotion & Tenure (pages 2-13, expandable).

No other documents are to be included in this packet of information.

COE Third-Year Review Timeline (general template; actual dates are determined based on the Provost's calendar of due dates):

January XX, 20XX	Faculty member submits annual evaluation documents to the department chair.
January XX, 20XX	Chair completes annual evaluation and delivers it to the faculty member.
February XX, 20XX	Faculty member provides a current CV to the department chair for distribution to colleagues; also submits an electronic portfolio for Third Year Review to the Department Chair, who distributes the CV to and requests input from full-time faculty members in the program / department. Once faculty input is received, the Chair writes a summary letter, including a summary of faculty input.
February XX, 20XX	Department Chair submits the third year summary report to the College Faculty Review Committee.
March XX, 20XX	The College Faculty Review Committee submits its report(s) to the dean.

Department Chair's Third Year Evaluation

The Department Chair will review the portfolio and feedback from full-time faculty in the department and issue a written evaluation that focuses on areas of merit and areas of concern in regard to progress towards promotion and tenure. The evaluation will be directed to the faculty member and the College Faculty Review Committee.

College of Education Faculty Review Committee

The College's Faculty Review Committee will review the portfolio and department chair's evaluation and issue a written report that will focus on areas of merit and areas of concern that committee members identify in regard to progress towards promotion and tenure. The report will be directed to the faculty member and the dean.

College of Education Dean's Third Year Evaluation

The Dean of the College of Education will review the portfolio, the Department Chair's Third Year Evaluation, and the College Faculty Review Committee Report, and issue a letter that focuses on areas of merit and areas of concern in regard to progress towards promotion and tenure. The letter will be directed to the faculty member and the provost, with a copy to the department chair. The dean's letter will contain one of the employment recommendations tied to the third-year review: 1) candidate to be considered for an early promotion/tenure decision; 2) candidate to continue current progress toward promotion and tenure; 3) candidate to undergo a similar review again in one year; or 4) candidate to be issued a terminal contract.

The faculty member has five days upon receipt of a copy of the evaluation at each level to respond to the next level of evaluation, if the person wishes to do so.

[Department Chair Input Request Template]

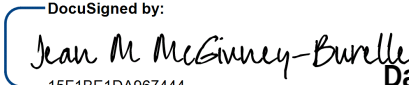
**College of Education
Third Year Faculty Review
Faculty Input / Recommendations**

Based on your review of the faculty member's CV and your work with them, please provide constructive suggestions in regard to their teaching, scholarship, and service record. The purpose is to assist the faculty member in knowing whether they are on track for a successful bid for promotion and tenure. This feedback should be sent directly to the Department Chair. Any comments you provide will not be linked to your name in the Chair's letter.

Faculty member under review: _____

Comments:

COE Third Year Review Policy Approval

DocuSigned by:
Signature:  **Date:** 3/20/2023
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Dr. Jean McGivney-Burelle
Dean, College of Education