

College of Arts and Sciences

Third-Year Review Policy

In an effort to promote constructive communication among tenure-track faculty, tenured faculty, department chairs and dean, the ETSU College of Arts and Sciences requires that each tenure-track faculty member participate in a progress evaluation towards the end of his/her third year. This third-year review is similar to a tenure review in its focus on teaching, research, and service but is conducted within the faculty member's individual department.

The tenure-track faculty member should provide, by April 1 of his/her third year, a dossier to the department chair for review by the departmental tenured faculty and chair. (Departments may require an earlier date for submission.) The dossier should contain a recent *curriculum vita*, followed by concise sections that address teaching, research, and service. These sections should include supporting documents such as student evaluations and peer observations of teaching, evidence of scholarly and creative publications/presentations/performances, and conclude with a summary of department/college/university/community service. The third-year evaluation will be based on how well the faculty member meets individual departmental requirements for tenure. Prior to May 1, the tenured faculty will meet to evaluate the dossier and communicate in writing to the candidate an assessment of his/her strengths and weaknesses, and suggest areas for improvement. A copy of the evaluation should be sent to the dean's office.

Approved by department chairs, April 2006

Amended September 2013