

College of Arts & Sciences
Third-Year Review Procedures
(Spring 2002)

1 Purpose

The Third-Year Review of tenure-track faculty in the College of Arts and Sciences at Florida International University shall be used to provide the faculty member with an overall assessment of progress toward tenure based upon the norms of the discipline. This review shall be qualitatively different from — and more comprehensive than — the annual evaluation.

2 Composition of Third-Year Review Committee*

The Third-Year Review Committee shall consist of three tenured members of the tenure-granting department/school, plus the chair/director. In cases of a faculty member on a joint appointment, a member of the second unit will be added to the Third-Year Review Committee of the tenure-granting department/school.

3 Contents

The assessment shall focus on the three areas of faculty performance: teaching, research, and service. The assessment will be quantitative, to the extent possible, and comprehensive over the three years of performance.

The assessment shall evaluate whether the record in the three performance areas indicates progress toward expected levels of productivity at the time of tenure (see 3.1 below, for standards and criteria). The Third-Year Review shall include a written report, prepared by the Chair in consultation with the rest of the Committee, that reflects the Committee's deliberations and identifies any deficiencies in the faculty member's record. The report shall also contain recommended changes in emphases or priorities that may remedy deficiencies.

The report shall be signed and dated by the Chair and the Third-Year Review Committee and distributed to the faculty member. The faculty member shall return the review, signed and dated (signature indicates receipt and does not imply agreement with the report's contents). The evaluated faculty member may provide a written response to be attached to the Third-Year Review report.

3.1 Standards/Criteria

The University's criteria for promotion and tenure are established and copies are provided to faculty at the time of employment. Each department may establish and promulgate its discipline's tenure norms as a basis for the Third-Year Review, including a statement of the relative roles of teaching, research, and service in the duties of tenure-track Assistant Professors, consistent with overall University criteria.

4 Timetable

The Third-Year Review shall normally take place during the Spring term of the third tenure-earning year. In cases in which one year of tenure credit is given, the review shall take place during the Spring

* Exceptions to the composition of the Third-Year Review Committee must be requested and received in writing from the Dean.

term of the second year of service at FIU. In cases in which two or more years of tenure credit are given, reviews shall customarily take place during the Spring term of the first year of service at FIU.

5 Document placement

The Third-Year Review document shall become part of the faculty member's personnel record in both the departmental and the Dean's offices. The Dean shall not customarily forward the Third-Year Review as part of a tenure package, although the faculty member shall be made aware that such documents cannot be withheld from the Provost if requested.