

Guidelines for Third Year Review Committees

August 18, 2021 by Executive Associate Dean

The goal of the third-year review is to evaluate a pre-tenure faculty member's progress towards a successful tenure and promotion. The review is a formative evaluation around the progress towards meeting the expectations for tenure and promotion.

Based on the candidate's materials (mini-dossier), the third-year review committee will know how the candidate wishes to present their case: excellence in research, balanced, etc. Using the Promotion and Tenure guidelines¹, the committee members should focus on providing concrete substantive feedback on each of the areas assessed guidelines: Teaching, Research, and Service.

The committee members should collaboratively develop a letter that provides an overview of what the candidate has accomplished so far and how the materials were viewed by the committee. In addition, feedback should be provided about issues typically addressed in promotion. Depending on candidate's position (tenure-track, clinical, lecturer, research scientist) these are examples of the types of issues that should be addressed around each area:

- Research
 - Quality and quantity of published scholarship
 - Pipeline of future publications
 - Authorship considerations (single authored or co-authored)
 - Type of publications and outlets – do they reflect what is valued under the criteria the candidate wishes to be evaluated.
- Teaching
 - Courses taught and syllabus feedback
 - Teaching evaluations
 - Teaching improvement techniques (e.g. peer review of teaching)
 - Mentoring/advising of students
 - Teaching publications
- Service
 - Appropriate level of service – for each of the areas: national, university, school, department
 - Service publications
- Suggestions to consider for the future in each of the areas of Research, Teaching, and Service. This can be the last paragraph in each section.

It is appropriate to provide feedback about how the candidate's materials were presented (e.g. structure of CV, statement clarity). This may include positive comments, as well as things that were confusing or misunderstood.

¹ The promotion criteria are accessible here: <https://education.indiana.edu/faculty/governance/policy-council/policies.html>. There are specific criteria for clinical faculty, lecturers, research scientists, and tenure-track faculty that should be used depending on the candidate's classification.