

Procedure for Third-Year Review of Tenure-Track Faculty

During the third year of a tenure-track appointment, untenured faculty in the College of Arts and Sciences (CAS) will undergo a preliminary evaluation designed to monitor progress toward the award of tenure and promotion. The faculty member being reviewed will submit materials patterned after those in a petition for tenure and promotion, per the following guidelines. For those faculty who have been authorized to include years of prior faculty work experience as part of their pre-tenure probationary period, the “third year” review will occur at a different time:

- Faculty including one year of prior experience will have the review conducted before or during the fourth year of the probationary period, which will be their third year at Washburn.
- Faculty including two years of prior experience will have the review conducted before or during the fourth year of the probationary period, which will be during their second year at Washburn.
- Faculty including three years of prior experience will have the review conducted before or during the fifth year of the probationary period, which will be their second year at Washburn.

The third-year review process is similar but not identical to the tenure process. One notable difference is that the evaluation is not reviewed beyond the level of the dean.

1. The department chairperson will devise a review timeline that will enable the Third-year Review Evaluation Form to be transmitted to the CAS dean’s office by **the Friday after Spring Break**. Suggested example timelines for the process of third-year review are available from the dean’s office.
2. The department chairperson will assist the candidate in creating a department-level review committee that simulates a tenure-review committee. It shall consist of at least five tenured faculty members from the department. The department chairperson will notify the dean’s office of the members of the departmental committee.

If the department lacks the necessary five members, the department chair will assist the faculty member in submitting to the dean’s office a list of higher-ranking members of other college departments. The list shall be at least twice the number lacking in the faculty member's department. The dean, in consultation with the College Promotion and Tenure committee (CCPT), will then select the final members of the committee. Committee members may not be members of the CCPT.

3. The candidate will select a willing chairperson from among the committee members. The department chairperson will not serve on the department-level committee.

4. The third-year review candidate will submit the required information and other materials in support of their review to the department chairperson in electronic format by the date the department chairperson has specified. The department chair will also share a copy of all materials with the dean's assistant.
5. The department committee will provide notification of its recommendation to the department chairperson along with supporting rationale. Any minority opinion within the department committee may be expressed in a signed, written statement to the department chairperson.
6. The department chairperson will complete the form entitled "Third-Year Review of Tenure-Track Faculty" for the faculty member being reviewed. This form does not substitute for the "Yearly Evaluation of Faculty" form, which should also be completed for that faculty person at the appropriate time of the academic year. Under the three major headings of "Teaching," "Research, Scholarship, and Professional and Creative Activities" and "Service," the department chairperson will summarize and evaluate the contributions of the faculty member being reviewed.

The department chairperson will present and discuss the completed evaluation form, the departmental recommendation and rationale, and any written minority report(s) received from the departmental committee with the faculty member. The faculty member will then sign the evaluation form stating they have seen the evaluation and have had an opportunity to discuss it with the department chairperson.

The department chairperson will share the following with the dean's assistant: 1) the completed evaluation form; 2) the department committee's recommendation and supporting rationale; and 3) any minority opinions.

7. The CCPT will review the candidate's supporting materials and all materials forwarded by the department chair and send a report to the dean.
8. After reviewing the materials and reports, the dean will sign the "Third-Year Review of Tenure-Track Faculty" and provide their summary evaluation to the faculty member, along with a copy of the CCPT's report. The dean will also send a copy of their summary evaluation to the department chair.
9. All materials related to third-year review will be kept in the faculty member's electronic file maintained by the dean's office.
10. If the third-year review process prompts a decision of non-reappointment for the faculty member, the procedure for non-reappointment outlined in the Faculty Handbook will be followed.

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