

## **Three Year Faculty Review**

Who: Faculty at the end of 3<sup>rd</sup> year in rank at WSU. This includes faculty who will be going up for tenure, promotion to associate professor, and promotion to full professor.

Timing: End of 3<sup>rd</sup> year in rank

Why: To provide broader mentoring to maximize likelihood of success in tenure and promotion.

How: This will be a multistage process.

1. The Dept. Chair invites all faculty who have completed (or are nearing completion of) their 3<sup>rd</sup> year in rank since last promotion/appointment to undergo a "3<sup>rd</sup> year review." Faculty will be strongly encouraged but not required to undergo review.
2. An Ad Hoc committee is appointed by the chair of the P&T committee, in consultation with the faculty member being reviewed. This committee is individualized for each faculty member being reviewed.
3. All materials for review by the Ad Hoc committee will be prepared by the faculty member and provided from departmental files where appropriate (e.g. past merit review reports).
4. The Ad Hoc committee will meet without the candidate initially to review the documentation and draft a proposed action plan. The committee will attempt to reach consensus on the plan and all members of the Ad Hoc committee will sign the plan to signify their agreement or dissent.
5. The faculty member being reviewed will be given the action plan and invited to meet with the Ad Hoc Committee.
6. The P&T committee will review the action plan, and provide comments and suggestions to the Ad Hoc committee.
7. The faculty member may request to meet with the full P&T committee.

### Ad Hoc Committee Composition:

Three to four faculty members should comprise the Ad Hoc committee with no more than one faculty member outside the department. The committee should include expertise in the faculty member's area of research (this may require the outside member). For tenure track faculty, only tenured faculty members would be eligible to serve. For review of non-tenure track faculty, rank above that of the faculty member is required.

The Chair of the Ad Hoc committee should be selected by the Chair of the P&T committee in consultation with the faculty member being reviewed.

Materials to be provided by Faculty:

Current CV

Summary (bullet points) of current activities in areas of grants, papers/manuscripts, teaching, and service; include any areas of concern self-identified to be addressed in the upcoming year.

Three “best” first authored publications selected by faculty member. If faculty member is going for promotion to full professor, co-authored publications can be included.

Course syllabus(i)

Personal statement (1-2 pages)

Materials to be provided by Dept.

Prior 3 years merit review letters, activity summaries, and teaching grids.