

## TT Third Year Review Process Timeline and Dossier Details for the 2024-25 Academic Year

### Document Overview

This document is intended to outline the instructions and timeline for tenure-track faculty renewal reviews, also known as third year reviews. Guidelines for promotion and tenure reviews, AGFM promotion reviews, and AGFM renewal reviews are provided under separate cover.

*Selecting faculty for P&T and third-year reviews occurs in the same Smartsheet, so the first steps in each set of guidelines are identical.*

Third year review is a very important moment in a faculty member's career. It is an opportunity for evaluation because tenure-track faculty are hired initially on a four-year contract, and a contract renewal is necessary for them to reach the tenure review in the sixth year. It is also important for formative feedback and communication with pre-tenure faculty. An evaluation of performance to date and expectations for the future should be clearly stated and reflected to the candidate in the memo of conversation (MOC). The Dean's Office P&T committee will evaluate all third-year review dossiers and vote on the renewal. They will also carefully consider the advice that has been given to the candidate via the MOC and may request further follow-up by the department.

### Timeline Summary

Deadline	Task	System
<b>May 17, 2024</b>	Departments confirm faculty to be reviewed in 24-25 and discuss process with candidates. This applies to all promotions and renewals.	<a href="#">P&amp;T Smartsheet</a> - check boxes to confirm
<b>Department determines</b>	Faculty submit materials to department.	Department manages
<b>September 1, 2024</b>	Departments appoint a committee for third year reviews; does not require AD approval.	Department manages
<b>Department determines</b>	Department meeting, vote, chair's letter	Department sets deadline and manages

Deadline	Task	System
<b>January 31, 2025</b>	Departments submit third year renewal dossiers to dean's office.	<a href="#">SharePoint site upload</a>

\*\*Each deadline is intended to be a final deadline. Departments need to establish earlier deadlines for their department review process.

### Important Changes for 24-25

- Additional dossier requirement
  - o The Dean's Office now requires **peer observation of teaching**. Details are provided in the dossier section of this document.
- File naming conventions and subfolders
  - o Some subfolders have been removed and file names are shorter. This is a not very interesting but very practical technical matter; your faculty affairs colleagues will thank you for following the new format. 😊

## Third Year Review Process

### Step 1: Confirm faculty in P&T and discuss process with candidates

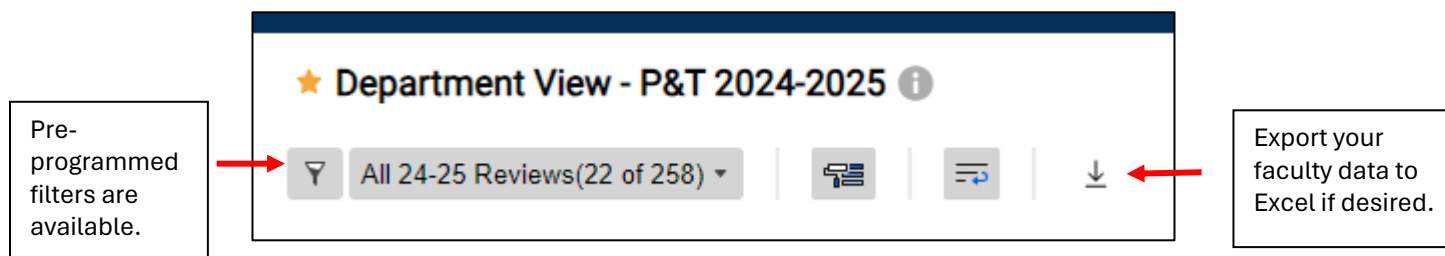
Responsibility: Department Manager and Department Chair

Deadline: **May 17, 2024**

## Confirming Faculty in P&T

### 24-25 P&T Smartsheet Information

- Each department has access to its tenure-track and tenured faculty data in the [Smartsheet Dynamic View](#).
- Click anywhere in a row to bring up the “Details” pane for the faculty member. This is where departments can leave comments for Faculty Affairs, add/edit the review type, add committee member names, and upload the External Reviewer spreadsheet.
- The image below highlights two useful features. Users can create their own filters as well.



Pre-programmed filters are available.

Export your faculty data to Excel if desired.

### Steps for Confirming Faculty

1. Navigate to the [Department View - P&T 2024-2025](#) in Smartsheet.
2. Begin by reviewing the **24-25 Review Type** and the **Faculty Affairs Notes to Dept.** column. To review individual faculty, click anywhere in the row to bring up the **Details** pane.
  - The **24-25 Review Type** is pre-populated with known 24-25 P&T actions. These faculty are required to complete P&T this year. If faculty are not required to be reviewed this year, the column is blank.
    - **Third Year Review:** Tenure-eligible assistant professors who completed their second full year on the tenure track in AY 23-24; their third year will be AY 24-25. They are reviewed *during* the third year unless they have a clock stop.

- **Promotion & Tenure:** Tenure-eligible assistant professors in their last year of tenure eligibility. They have a probationary end date of 8/24/2025 and must do P&T in 24-25. Faculty are reviewed for tenure *during* their sixth year unless they have a clock stop.
- **Clock Stop Details**
  - Only a small number of faculty **MUST** be reviewed for tenure in 24-25 because of the COVID clock extension. All tenure-eligible Assistant Professors hired on or before April 1, 2021, automatically received a one-year extension of the probationary period because of the COVID-19 pandemic. Please see the [Provost's memo](#) for full details.
  - Many assistant professors will be in their sixth year in AY 24-25, but they have the COVID clock extension. Therefore, they could do P&T in 24-25 or 25-26. In other words, tenure review in 24-25 (during Year 6) is not required, but it is an option even if they initially opted for the COVID clock extension.

### 3. Confirm your faculty in P&T.

- If the pre-populated review type matches your records, check the box in the **Dept. Confirms 24-25 Review** column for each faculty member in 24-25 P&T.
- If you think the pre-populated review type is incorrect, please change it and include a note in the **Dept. Notes to Faculty Affairs** box. We will review these notes and follow-up if needed.
- Mark promotions to Professor.
  - If you have faculty going up for full professor, mark “Promotion to Professor” in the **24-25 Review Type** dropdown and check the box **Dept. Confirms 24-25 Review**. This is not a pre-populated review type because it is not a required action. Tenured associate professors are considered eligible for this promotion after six years in rank.
  - **Years Tenured as of 8/24/24** – this is intended to provide guidance for promotion to full professor.

### Discuss Process with Candidates

Department chairs should communicate with all faculty identified for review in 24-25. This discussion should include clear expectations of the materials required by the department to be submitted in advance of the outreach to external reviewers, along with the department deadline for submission of these materials.

### **Third Year Review Candidate Materials**

- Curriculum Vitae (CV)
- Personal Statement on Research, Teaching, and Service
- Course Evaluations

**Step 2: Appoint a committee**  
Responsibility: Department chair  
Deadline: **September 1, 2024**

Department chairs do not need AD approval for ad hoc committees to prepare Third Year Review reports for tenure-track assistant professors. Departmental committees are staffed typically by two to three faculty. They do not need to include a member from another department, but chairs may want to consider asking a different faculty member to conduct the peer observation of teaching. For joint appointments, the two department chairs will collaborate on constituting a committee with representatives from each unit.

**Step 3: Candidate submits materials to department.**  
Responsibility: Candidate  
Deadline: **Department to determine.**

**Step 4: Department meeting, vote, chair's letter**  
Responsibility: department chair  
Deadline: Department to determine.

**Step 5: Full Candidate dossier submitted to Dean's office.**  
Responsibility: Department chair or department manager.  
Deadline: **Jan. 31, 2025**

## Third Year Review Dossier Instructions

### How and What to Submit







Please upload all documents in PDF format to your department folder in [SharePoint](#). Within your folder, there are individual folders for faculty that have a confirmed review. Follow the format and file naming instructions in this document. If the candidate's materials also include hardbound publications, please submit two copies of each publication to the Dean's Office.

Jointly appointed faculty should be reviewed by a joint committee preparing one report, with separate department votes and chair letters.

### File Folders

The folder structure and naming conventions have been updated for 24-25. This is to limit file name lengths and the number of subfolders. There is an [Example Folder in SharePoint](#) as well.

For your submissions, there will be a folder labeled with the candidate's name (DEPT.Lastname.FirstInitial). Within this folder, please organize the files like this:

Department Folders > - DEPT EXAMPLES > TT 3rd Yr Review > DEPT.Lastname.Firstinitial	
Name	Cost C
 Annual Reports	
 Course Evals	
 Lastname.CandidateStmt.pdf	
 Lastname.ChairLetter.pdf	
 Lastname.CV.pdf	
 Lastname.DeptReport.pdf	

## File Names

Please see the file naming conventions in the table below. If the file name is too long, the file becomes unusable. **\*\*Departments will be required to fix unformatted file names.\*\***

Document Description	Folder Name	File Name
<b>Chair Letter</b>	N/A	Lastname.ChairLetter
<b>Department Report</b>	N/A	Lastname.DeptReport
<b>Curriculum Vita</b>	N/A	Lastname.CV
<b>Candidate Statement</b>	N/A	Lastname.CandidateStmt
<b>Annual Reports since hiring</b>	Annual Reports	AnnualRpt.YEAR
<b>Peer Evaluations</b>	Annual Reports	PeerEval.YEAR
<b>Memo of Conversation</b>	Annual Reports	MemoConv.YEAR
<b>Course evaluation files</b>	Course Evals	Fall2021.FREN2020
<b>Course evaluation spreadsheet</b>	Course Evals	CrseEvalSpreadsheet
<b>Peer observation of teaching</b>	Course Evals	TeachingObs

## Document Requirements

**1. Chair's Letter (one PDF):** Please follow the [format of the model letter](#). It includes:

- A header listing the candidate's name, recommendation, and vote (Yes-No-Abstain)
- A brief statement of the internal procedures of the department in taking the promotion decision; what ranks voted and how the votes were received. If voting-eligible faculty were absent from the vote, please state this without including them in the vote total or elaborating on the reason for the absence. Absences should not be recorded as abstentions.
- A summary of the discussion during the tenure meeting, including an explanation of why the department voted as it did, based on the departmental discussion.

- The chair's own assessment of the candidate, including the candidate's strengths and weaknesses and the chair's reasons for voting one way or the other.
- 2. Department Report on Research, Teaching, and Service (one PDF)** - an analysis made within the department, normally by an ad hoc committee, assessing:
    - The merit of the candidate's published work and career trajectory, including the promise of future research. This assessment should include a discussion of the strengths and weaknesses of the scholarship that the candidate has produced to date, as well as any relevant observations regarding work in progress and future plans.
    - The candidate's teaching performance based on the department's established procedures for course/teaching evaluation, including peer observation of teaching. Documentation of teaching performance should be supplied in the form of a summary of all existing evidence and an interpretation of that evidence in the context of the department. Include a list of courses taught and the number of students in each course. Please provide this information for every course taught here by a candidate. Teaching includes advising duties, so please include an assessment of advising when you address this category. The number and kinds of advisees should be specified.
    - The candidate's service to the department, the University, the profession, and the Commonwealth, as appropriate for this career stage.
  - 3. CV (one PDF):** This file is the candidate's complete CV. Publications should be divided into work accomplished since the initial hire and work that preceded it. In the case of a dissertation that has been readied for publication, information is requested concerning the extent and nature of the revisions.
  - 4. Candidate's Statement on Teaching and Research (one PDF):** a prose statement from the candidate describing work in progress and teaching and research plans – preferably not more than two or three pages in length.
  - 5. Annual Reports (folder):** This should include all annual reports since hire as separate documents. These may be downloaded from the Arts & Sciences Annual report system [here](#). If you need access, please contact Aimee Steussy at [ans5a@virginia.edu](mailto:ans5a@virginia.edu).
  - 6. Peer Evaluations (one PDF):** This document, compiled by the Chair, includes all peer evaluations, Chair reports, and any written feedback provided to the candidate as part of the annual review process.
  - 7. Course Evaluations (folder):** Contains separate PDF for each course. Spring 2020 course evals should not be submitted. Please provide the version of course evaluations that include department means, for comparison purposes.



8. **Course Evals Spreadsheet (one PDF or Excel sheet):** The file includes basic data on all courses for which course evaluations are provided, including course titles, number of students enrolled, evaluation score of the instructor on one or two key questions, and departmental mean on the same questions. This spreadsheet may be included as a table in the Department Committee Report as well, but it should be provided as a separate document accompanying the raw course evaluation files.
9. **NEW IN 24-25 - Peer observation of teaching (one PDF):** Please include at least one report summarizing a peer observation of teaching. The peer observation process should be conducted in the spirit of providing formative feedback. A typical observation might include sharing the syllabus with the observer to better understand the goals and context of the class observed within the broader context of the course design; the observation itself; and a discussion with the candidate afterwards.
10. **Memo of conversation with the candidate (one PDF)**
- The chair should carefully discuss the principal judgments and items of advice that emerged from the third-year review process. The candidate should not see the committee report itself, but instead receive the chair's written as well as an oral summary of the main points made in the report and department discussion. The memo should document this conversation between the chair and the candidate and include the principal conclusions and recommendations that emerged from the review process.
  - The faculty member should receive a printed copy or PDF of the memo of conversation. To ensure that the Chair and the faculty member have read the document and concur on its contents, we ask that the memos you supply with your renewal materials be signed by both the chair and the faculty member. Please end the memo with this line:

Our oral conversation is accurately captured in this memo of conversation.

Signed:

Chair: \_\_\_\_\_

Faculty Member: \_\_\_\_\_

## Resources

### Online Resources

- [Faculty Affairs Intranet](#)
- [Chair, Director & DM Intranet](#)
- [Direct link to Faculty Affairs Service Desk files](#)
- [Department Folders for dossier submissions](#)
- [Faculty Annual Reports System](#)

### Policies

- [Arts & Sciences Policy on Promotion, Tenure and Renewal](#)
- [Executive Vice-President and Provost's Promotion and Tenure Policy](#)
- [Faculty Handbook](#)

Questions? Contact Faculty Affairs: [as\\_facultyaffairs@virginia.edu](mailto:as_facultyaffairs@virginia.edu)