

Third Year Review Procedures
Department of Instruction and Teacher Education
Approved 4/99

The USC Faculty Manual Requires a third year review for untenured faculty on tenure track. This review is to be done by the Unit Faculty that will later review the individual for tenure and promotion. The following procedures were developed by a subcommittee of ITE Faculty (Fred Splittgerber, Chris Ebert, Heidi Mills, and Teri Kuhs). These procedures were piloted in 1998-99. After the procedure was completed, the ITE faculty adopted a permanent calendar for the third year review procedures as an official part of ITE Policy and Procedures for the 1999-2000 and thereafter.

The purpose of the Third Year Review is to address the question:
During the first three years at USC has the faculty member demonstrated performance in the areas of teaching, scholarship and service that suggests that tenure and promotion criteria will be met by the decision year?

The Third Year Review also provides an opportunity for the faculty member's reflection and provides a structure for peer feedback about whether satisfactory progress toward tenure and promotion is being made.

Procedures:

1. By mid-September in the third year on tenure-track the Department Chair, in collaboration with the faculty member, will appoint a tenured faculty member to serve as mentor to the candidate for third year review.
2. The Candidate will be directed to prepare a report of all three years of efforts for service, teaching, and scholarship (with documentation) to be submitted on the last working day in January. The ITE annual review and the Third year review will be based on this report.
3. The ITE Annual Performance Review Committee will review the report submitted by the faculty and meet to conduct a summative evaluation of the three years of work. The faculty mentor will act as advocate at these meetings but will not be present as a voting member of the Committee.
4. Before March 1 the APR Committee will submit the evaluation to the Department Chair who will review the Committee's evaluation as well as the report the faculty member submitted.
5. Based on the candidate's report and the evaluation of the APR Committee the Chair will make a recommendation of continuation or non-renewal to the Unit T&P Committee. That committee will then vote to accept or reject the recommendation of the Chair.
6. The Chair's recommendation with rationale and the Unit T&P Committee vote will be sent to the dean before April 25.