

COLA THIRD YEAR REVIEW PROCESS.

The Third Year Review is a formal evaluation of progress toward tenure.

The review is conducted during the third year of employment and is usually submitted to the college office sometime in March. A copy of the Planning Page for the previous year and the Planning Page for the current year must be submitted at that time.

Please note that if at the time of hire you were granted years credit toward tenure, those years count towards the third year review. For example, if you were granted one year towards tenure at the time of hire, then your third year review would be completed by March of your second year of employment at Marshall.

The Third Year Review file should be prepared according to the College of Liberal Arts guidelines for applications for promotion/tenure.

The Third Year Review is essentially a **pre-tenure** review. Its purpose is to tell the tenure track faculty member if s/he is on the right track toward tenure and if s/he continues along the same path in Teaching, Research, and Service, s/he **should** be progressing toward tenure. If the review indicates that a faculty member is not doing well, then the department and the Dean will develop a plan of improvement which specifies what improvements are to be made and in what time frame. The plan would be signed by the faculty member and the Chair and would become a part of the faculty member's record.

The Third Year Review file/portfolio should be submitted to the Dean. The Dean will provide to the tenure track faculty member a written evaluation of the faculty member's progress towards tenure, to be signed by both the Dean and the faculty member.

Please contact your department chair and/or the Dean with any questions.