

Third Year Reviews

College of Liberal Arts

August 8, 2012 (revised February 2024)

All tenure track faculty members in the College of Liberal Arts at the University of Texas at El Paso (UTEP) are required to undergo a review of their teaching, service, and research/scholarly/creative activities at the end of the third year of their academic appointment in the College. If a faculty member starts after September 1, the tenure clock does not start until the following September 1. The 3rd year review is designed to provide tenure track faculty members with feedback regarding their performance in each of the three main areas of evaluation (teaching, service, and scholarly/research/creative activities). Such feedback should help candidates identify potential strengths and weaknesses in their accomplishments and should provide direction as they move forward towards tenure and promotion. Candidates for third year review will submit to their Department Chair (or, when appropriate, their Program Director or Dean) a 2-3 page written statement regarding their major accomplishments and their future trajectory in each of the three main areas of evaluation, along with supporting documentation (such as copies of published material, grant proposals, student teaching evaluations, peer teaching evaluations, and course syllabi). Copies of the Professional Activity Report (PAR) evaluations for the preceding three years should also be submitted.

Materials submitted by the candidate will initially be reviewed by each Department's or academic unit's review committee convened by the Chair or Program Director. "This review will be conducted by a committee of at least three (3) faculty members of the appropriate rank elected from the tenured faculty. Normally these faculty members will be from the unit; however, in small units or interdisciplinary programs faculty of appropriate rank from outside the unit may be selected. Comments and recommendations from the committee will be forwarded to the Chair or Program Director. Each Department Chair or Program Director will then provide an independent evaluation and forward all material (including both sets of evaluations) to the Dean. The Dean will then provide an evaluation and forward the evaluation to the Chair or Program Director. The Chairs or Directors will then discuss the evaluations with the candidate and provide him or her a written summary of the reviews.

The associate dean managing faculty personnel processes will create the structure for the 3rd year dossier. This dossier will mimic the structure of the T&P dossier, which is included in the document titled *A Guide to the Tenure and Promotion Process, 2024-2025*.