

General Guidelines for the 3rd Year Review of Tenure-Track Faculty in FAU's Department of Mathematical Sciences

1. A comprehensive 3rd year review of the progress towards promotion and tenure shall take place of all tenure-track faculty members in the Department of Mathematical Sciences, regardless of rank.
2. A candidate for 3rd year review, who was hired with no years towards tenure, must compile documentation describing their achievements and accomplishments since their appointment to Florida Atlantic University using the University Tenure and Promotion Portfolio Preparation as a guide. For candidates hired with years towards tenure the review will include, in addition, the years granted towards tenure.
3. It is expected that the documentation provided by the Candidate will comprise:
 - a. A short CV containing a list of courses taught (and developed), published papers, participation at conferences, grant applications, and service since joining FAU.
 - b. A self-evaluation.
 - c. A general outline of future work and plans.
 - d. Two in-class peer-reviews of teaching, conducted within 6 months of submission of the documentation. Normally, the Master Teacher for the Department will carry out the review and provide feedback to the Candidate, but a senior faculty member may substitute.
 - e. Results from the Student Perception of Teaching (SPOT) for the years the candidate has been employed at the University.
 - f. Copies of Departmental activity reports.
 - g. Copies of Departmental annual assessments, performance evaluations, and statements on progress towards tenure.
 - h. A copy of these guidelines.
4. The Chair will appoint a group of at least three tenured faculty members (normally the evaluation/personnel committee) from within the Department to review the candidate's documentation. After the review, the Chair will append a letter to the documentation that expresses the opinion of the reviewing group concerning the progress of the candidate.
5. Although the review of a candidate's documentation will normally take place at the beginning of their 4th year, the review will be based on the progress during the candidate's initial three years. Candidates whose appointments began in the Spring semester, and who, therefore, completed their third year at the end of the Fall semester, will have their documentation reviewed during the Fall semester of the following year. Appropriate adjustments will be made for faculty members who were granted years towards tenure at the time of hire on a case-by-case basis. Candidates hired with three

years of credit have the option of being reviewed immediately or after one year of employment at the University; normally, this will be agreed at the time of hire. However, the Faculty Tenure Agreement that is executed at the time of hire will stipulate the date for the 3rd year review.

6. It is expected that, except in unusual circumstances, the timetable to be followed be as follows:
 - a. In January the Dean will request the names of candidates whose 3rd year review(s) is (are) due in the Fall from the Chair of the Department.
 - b. During the Fall semester, the documentation for 3rd year review will be reviewed by the Department and sent to the College Office, together with the letter from the Chair, according to the College's timetable for tenure and promotion reviews, as set by the Dean.
 - c. Normally the Dean will provide feedback and recommendations to the candidate after the College committee has completed its review.
7. It is the responsibility of the Chair to ensure that each candidate is aware of and follows the procedures for completing the 3rd year review, as presented in the Department and College guidelines, in an expeditious manner.

August 2015