

Charles E. Schmidt College of Science
General guidelines for 3rd-year review of tenure-track faculty

A comprehensive 3rd-year review of the progress towards promotion and tenure shall take place of all tenure-track faculty in the Charles E. Schmidt College of Science. In addition to the College guidelines, each department/division must have their own written guidelines to be used in the evaluation process.

Using the [University Tenure and Promotion Portfolio Preparation](#) as a guide, a candidate for the 3rd-year review will produce an ePortfolio describing their achievements and accomplishments since their appointment to Florida Atlantic University.

It is expected that the review portfolio will comprise minimally of:

- A c.v. following the provost guidelines for [cv preparation](#).
- A self-evaluation.
- A general outline of future work and plans.
- An in-class evaluation of teaching carried out by a senior faculty member.
- Table of student assessments of teaching, i.e., the rating of instructor.
- Copies of Departmental activity reports.
- Copies of Departmental annual assessments, performance evaluations, and statements on progress towards tenure.
- A copy of the department/division criteria for the 3rd year review.

The candidate's portfolio will be reviewed by the following:

- The tenured faculty in the candidate's department/division.
- After consideration by the department/division, the Chair/Director will append a letter to the portfolio that expresses the opinion of the faculty within the department/division concerning the progress of the candidate.
- The College Promotion and Tenure Committee will review all of the documentation and provide a report to the Dean of the College.
- The Dean will report to the candidate and their Chair/Director and provide whatever information and/or advice they feel is appropriate concerning the progress of the candidate towards promotion and tenure.

Although the review of portfolios of the candidates will 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 portfolios reviewed during the Fall semester of the following year. Appropriate adjustments will be made for faculty who were granted years towards tenure at the time of hire on a case by case basis.

See [College of Science PT Timeline](#) for details on deadlines and process.