

Third Year Review (Mid-Tenure Review): Policies & Procedures, Effective January 2012 UMKC College of Arts & Sciences

The College of Arts & Sciences places a high priority on the success of our junior faculty. One of the most important steps we take to ensure their success is to provide clear and timely feedback regarding their progress toward tenure. As a part of that process, the College of Arts & Sciences requires a formal third year review of all tenure-track faculty hired with fewer than three years of credit toward tenure. For assistant professors hired with zero years of credit toward tenure, the review occurs in the spring semester of the 3rd year at UMKC. For assistant professors hired with one or two years of credit toward tenure this review will occur within their first two years on campus unless otherwise stated in their hire letter.

The three purposes of the third year review are to: assess the faculty member's progress toward tenure, inform the faculty member of the assessment outcome and of recommendations to improve the prospects for meeting tenure criteria, and inform the dean and other appropriate administrative officials of the assessment outcomes. To achieve those goals, the third year review requires a careful evaluation of the faculty member's accomplishments in the areas of research, teaching, and service. The review procedures should be similar to the department's established procedures for promotion and tenure except that in most cases, external evaluations are not required. Each department will establish its own requirements and internal procedures for the third year review, with the requirement that the department's procedures must include an appeal process for the faculty member being reviewed and must conclude with the department chair providing the following materials to the Dean of the College of Arts & Sciences and to the faculty member by May 1st of the review year:

1. The [Part-I Form](#), completed by the faculty member being reviewed.
2. The [Part-II Form](#), completed by the department's P&T committee or chair
3. A letter of evaluation from the department chair to the Dean of the College of Arts & Sciences, that provides an evaluation of the faculty member, indicates degree of agreement with the P&T committee's evaluation with rationale, and addresses the following two questions:
 - A. Does the faculty member appear to be on track for meeting department promotion and tenure criteria at the time of the faculty member's mandatory promotion and tenure review?
 - If yes, the chair's third year review letter should include clear recommendations as to what the faculty member should focus on and accomplish in the remaining time in the probationary period in order to be in the strongest position for meeting department promotion and tenure criteria at the time of the mandatory promotion and tenure review.
 - If no, a full fourth year review will be required of the faculty member (a repeat of the procedures outlined in this document). The chair's third year review letter must outline the specific one-year benchmarks that must be achieved in order for the faculty member to be considered on track at the time of the fourth year review and what must be accomplished in the remaining time in the probationary period in order for the faculty member to be in the strongest position for meeting department promotion and tenure criteria at the time of the mandatory promotion and tenure review.
 - B. Should the faculty member be retained as a tenure track faculty member?
 - A recommendation not to retain the faculty member will represent a recommendation to the dean, and must be well-justified. Upon such a recommendation, the dean will initiate a careful review of the faculty member's performance and the rationale for the chair's recommendation. The dean will come to his/her own recommendation on the matter and then will send her/his recommendation to the Provost for her/his final decision. If the Provost approves a 'no' recommendation, that office will issue a terminal one-year contract according to the guidelines set forth in CRR 310.020 Section F.2.b.

All documents comprising the third review packet for each faculty member should be submitted to the associate dean for faculty development via email as a single pdf file.