College of Science and Engineering

Third-Year Review Procedures

Updated June 3, 2024

**Third-Year Review:** All tenure track faculty must undergo a mandatory third-year review. The third-year review offers the opportunity to assess a faculty member's progress qualitatively and may result in an early tenure bid and/or remediation of identified problems. The third-year review will be conducted during the third year of full-time service with input from the unit/department faculty, unit/department chair, college/school/division review committee, and dean. Candidates undergoing the third-year review will follow the specific guidelines of the college/school/division and use the Idaho State University Tenure and Promotion Application form. External reviews should not be part of the third-year review process.

Required Documents for Third-Year Review

Please note: The Chair Evaluation Form and Dean Evaluation Form are the same for the Annual Evaluation, Third-Year Review, and 5-Year PPR.

Instructions for faculty who are up for review.

1. The Dept. Admin and faculty should cooperatively create a Box folder and upload the following items
	1. Faculty member’s CV
	2. Copies of their course evaluations and annual evaluations for their first two years.
	3. A summary of their teaching effectiveness, research/scholarship activities, and service over the 3 yr period established by the Office of the Provost
	4. Faculty member’s self-assessment [Annual-Faculty-Evaluation form.docx](https://docs.google.com/document/d/1Jln7zkGzIuRI0wK9NznBGV6A0NvVuB5w/edit#heading=h.gjdgxs)
		1. [How to Copy and Paste into the Faculty Evaluation Template](https://www.isu.edu/media/libraries/academic-affairs/How-to-Copy-and-Paste-into-the-Faculty-Evaluation-Template.pdf)
2. Share the Box folder with the Department Committee members, the Department Chair, the Dean, the Dean’s Assistant, and the Department Admin.
3. The Committee Chair will upload the Committee’s vote and report and inform the Department Admin by email that this has been completed.
4. Department admin will remove Committee members’ access to the Box folder immediately after the Committee vote and report have been uploaded.
5. Department Admin will notify the faculty member that they have five days to respond to the Committee vote and report. The faculty member will use this form for their response [Faculty response to Committee, Chair, and/or Dean report.docx](https://docs.google.com/document/d/1BpICuGIzIbMJh2UmYQsGpwHUq245EP-Q/edit) and upload it to the Box folder.
6. The department admin will give the faculty member five business days to respond before notifying the department chair that the committee vote and report have been uploaded, that the faculty member has had the opportunity to respond, and that the folder is ready for the Chair’s review.
7. The Department Chair will access the folder for review. Once the Chair has completed the [Dept-Chair-Section form.docx](https://docs.google.com/document/d/1jC43zKQXxfmga8h6Gsufre8Pn8bQbrpK/edit#heading=h.gjdgxs), they will upload it to the Box folder and inform the Department Admin that the form has been uploaded.
8. The Department Admin will remove the Department Chair’s access to the Box folder.
9. The department admin will notify the faculty members that they have five days to respond to the Chair’s report. The faculty member will use this form for their response. [Faculty response to Committee, Chair, and/or Dean report.docx](https://docs.google.com/document/d/1BpICuGIzIbMJh2UmYQsGpwHUq245EP-Q/edit).
10. The Department Admin will give the faculty member **five business days** to respond before collecting the response from the faculty member and uploading it to Box. The Dept. Admin will notify the Dean’s Assistant that the Box Folder is ready for the Executive Committee to review.
11. The Dean’s Assistant will give the Executive Committee access to the faculty member’s folder. The Executive Committee will review the folder and write a report to the Dean using the [College Committee Review Form](https://www.isu.edu/academicaffairs/faculty-support/promotion--tenure/). The committee will send a copy of the report to Dean’s Assistant to provide to the Dean.
12. The Dean’s Assistant will notify the Dean that the Dept. Committee, Chair, and Executive Committee reports and faculty responses have been uploaded and the Box folder is ready for the Dean’s review. The Dean’s Assistant will remove access to the Executive Committee.
13. The Dean will review the Box folder documents and complete the [Dean-Section form.docx](https://docs.google.com/document/d/1ET6dhnMJ8Vj7UuOLzQ9tfPqSIs6eZdKs/edit#heading=h.gjdgxs).
14. The Dean or the Dean’s Assistant will upload the Dean’s completed form to the Box folder.
15. The Dean’s Assistant will notify the faculty member that they have five days to respond to the Executive Committee and Dean’s report. The faculty member will use this form for their response [Faculty response to Committee, Chair, and/or Dean report.docx](https://docs.google.com/document/d/1BpICuGIzIbMJh2UmYQsGpwHUq245EP-Q/edit) and upload it to the Box folder.
16. The faculty member will combine all documents in the Box folder into one PDF and upload it into TMS and submit it as part of their Annual Evaluation that is sent to them by HR.
17. The Dean’s Assistant will move the contents of the faculty member’s evaluation folder into their permanent CoSE faculty file in Box (CoSE Faculty Employee Records>CoSE Faculty Files>Department>Faculty Last name, First Name>Evaluations).
	1. The naming convention for evals: Last name, First name, CYxx Eval
		1. CY= Calendar Year

**Additional Required Documentation**

* [ISU-P&T-Application-Instructions .docx](https://docs.google.com/document/d/1oMTbdUGJzvhxvBfV9ZMgoLSBbwzGIKtT/edit#heading=h.gjdgxs)

\*\*\*TMS will only allow three documents to be uploaded. Scan all required documents into one or two files. Upload the file into TMS.