

THIRD YEAR PRE-TENURE REVIEW POLICY

College of Liberal Arts

The University of Texas at Arlington

The UT Arlington Handbook of Operating Procedures (HOP Section 6-309)) mandates a cumulative third-year review for tenure track faculty. This policy states that the review “will serve as a midpoint review of the faculty member’s progress toward meeting requirements and expectations for tenure and promotion.” The overarching aim is to provide a review which is “diagnostic in nature” and assesses whether there exists “sufficient evidence that the faculty member is making timely progress toward tenure.” The review shall take place in the second semester of the third year.

The HOP Policy provides a general structure for three-year reviews; each unit specifies its own protocols. This document outlines the protocols for the College of Liberal Arts. Please refer to the HOP Section 6-309 which at all times supersedes this document.

I. Review Committee and Timeline

According to the University policy, the review must be conducted by the ACTP committee of the department (see HOP Section 6-305 Promotion and Tenure Process – Department Committee Composition). Deadlines for submission of materials and for departmental recommendations (including that of the department chair) will be set by the Dean. Generally the deadline for submission of material by the faculty member under review will be on or around January 15. Departmental recommendations will be due to the Dean by mid-February.

II. Review Materials

Third-year reviews will address a tenure-track faculty member's cumulative accomplishments in teaching, in research/creative activity, and in service. Faculty members under review will be required to submit a dossier (using the Third-Year Review templates), containing:

- a statement on teaching which includes a cumulative record of courses taught and students supervised at UT Arlington, information on any student advising activities at UT Arlington, and a description of innovative teaching methods developed and/or employed.

- a statement on research/creative activities which includes a cumulative record of all activity completed while at UT Arlington and a description of future projects; this statement should also address the nature of any collaborative/co-authored activities and describe the percentage of effort, role and relationship of collaborators.

- a statement on service which includes a cumulative record of service while at UT Arlington and future professional service projects.

- a current CV (which must be reflected on the Faculty Profile)

In addition, the faculty member must submit supporting materials which include, but are not limited to:

- peer evaluations of teaching
- student evaluations of teaching;
- completed scholarly/creative work;
- scholarly/creative work in progress (with clear documentation of submission, acceptance, etc., and in cases where a book not yet in print will be part of the eventual promotion and tenure dossier, the dossier must include the current draft, with the College's Checklist on Progress toward Publication of a Book found on the COLA website);
- for joint appointees, the original agreement concerning teaching and service contributions to each unit, and any subsequent revisions of or additions to that agreement;

III. Review Process and Recommendations

The ACTP committee will develop a written report on the faculty member's progress, including specifics about the candidate's strengths and any areas of deficiency as these specifically relate to the department's guidelines for tenure and promotion. Each member of the ACTP committee will vote, by secret ballot, for one of three recommendations:

- A. Recommend reappointment without reservations
- B. Recommend reappointment with reservations
- C. Recommend against reappointment.

If the recommendation for a tenure-track faculty member is "reappointment with reservations," these reservations must be stated in writing as part of the ACTP report. The results of the ACTP vote must also be included on the dossier's Recommendations Page (Section A) and explained in the report. The ACTP then forwards its recommendation, the dossier and all supporting materials to the department chair. Copies of the ACTP report must also be provided to the faculty member under review within ten (10) working days of the ACTP vote.

Within ten (10) days of receiving the ACTP report, the department chair will review all materials, comment in writing on the report, and make a recommendation from the list above. The chair will forward all recommendations and the dossier to the dean of the College. Supporting materials will remain in the department, but must be kept available for review by the dean if necessary. The dean will review all recommendations and make an independent recommendation from the list above. The dean's recommendation will be forwarded to the provost.

All deliberations must be concluded no later than the final day of classes prior to the commencement of Spring Break of the same academic year. Faculty members will be notified of the outcome of the pre-tenure review process within ten (10) working days of the dean's final decision.

At no time should any recommendation made at the time of the third year review be construed as binding upon the academic unit or university at the time of consideration for tenure and promotion.

IV. Subsequent Review

If a tenure-track faculty member is reappointed “with reservations,” the faculty member must undergo a comparable review during the immediately following year (i.e., year 4) following the same process outlined above. In the case of this subsequent pre-tenure review, the vote of the ACTP committee and the recommendations of the department chair and dean will be one of only two recommendations:

- A. Recommend reappointment
- B. Recommend against reappointment

V. Records

Copies of all recommendations will be placed in the faculty member’s personnel dossier where they will be retained according to the University’s records retention schedule.

***Adopted: November 2010
(Last Edited: January 2013)***