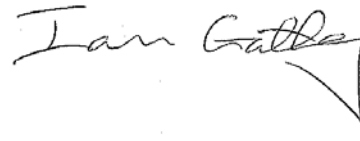


To: Third Year Review Candidates
From: Ian Gatley, Provost



Re: Third Year Review
Date: September 29, 2011

The *Faculty Handbook* describes third year review as follows:

An intensive documented review of the candidate's progress towards tenure shall be conducted during the third year by the department P&T Committee. The faculty member shall be formally informed of the results of this review.

The purpose of this review is to assess and provide you with feedback on your progress towards tenure. Lack of adequate progress results in a terminal year appointment.

I ask that you prepare a dossier, similar to that which will be required during your formal tenure review, but without the addition of external letters. The material will be due on February 3, 2012 to your department P & T committee. By March 2, 2012, your department P & T committee will review the file and make a recommendation for your reappointment on your tenure track or appointment for a terminal year. Your dossier will then be forwarded with the recommendation from the department P&T Committee to your dean for his review, and ultimately to me by April 7, 2012.

Attached you will find materials concerning the preparation of your dossier.

If you have any questions, you may contact me, or your dean or chair.

cc: Dean
Chair