COLLEGE OF ARCHITECTURE (COA) TENURE-TRACK FACULTY THIRD YEAR REVIEW GUIDELINES

During the third year of a College of Architecture (CoA) tenure track faculty member’s probationary appointment, a review is conducted by the CoA to assess the faculty member’s first five semesters’ cumulative progress toward tenure. This review shall be required of all tenure track faculty members that began employment in the CoA during or after the fall 2014 semester. Tenure track faculty members that began fall 2012 or fall 2013 may request this review after consulting with their Division Director.

The intention for the Third Year Review is to establish a more significant and wide-ranging review of the tenure-track faculty member’s progress. Unlike the annual evaluations or Progress Toward Tenure (PTT) process, the intent of the Third Year Review is to provide a forum in which all directors of the College’s five divisions are exposed to the development of all tenure-track faculty members in the College. Familiarity with and exposure to tenure-track faculty of other divisions can facilitate a better understanding for directors of the nuances of other divisions’ priorities and tendencies. The fact that the tenure vote after the five year milestone is a College-wide vote underscores the importance of the directors’ review. It is intended to offer tenure-track faculty a greater level of comfort in that other divisions are gaining familiarity with their teaching, research/creative and service efforts. Ultimately the Third Year Review should be viewed as a positive opportunity for tenure-track faculty and division directors to be more aligned and to allow for direct and comprehensive feedback on the faculty member’s development.

The Third Year Review dovetails with the PTT review process only during the tenure-track faculty member’s third year of appointment. The Third Year Review also mimics aspects of the CoA tenure review process. The Third Year Review is independent of and separate from the annual faculty evaluation. The Third Year Review will align with the timeline of the third PTT letter per the Provost’s website.

At the beginning of each academic year, Committee A establishes a calendar for the Third Year Review in consultation with the Dean, CoA Directors and the Associate Dean for Administration. The Associate Dean for Administration shall notify eligible faculty members at the beginning of their third year of appointment about the third year review.

The Third Year Review dossier shall include the following:
1. Summary page with faculty member’s contact and status information.
2. CoA and Division tenure and promotion criteria.
3. Curriculum Vita (CV) that documents the faculty member’s teaching, research/creative and service activities. This CV shall include experiences gained during the appointment duration at the University of Oklahoma.
5. Statements of Teaching, Research/Creative and Service activities.
6. Copies of appropriate supporting documentation and evidence of efforts noted in the CV.
7. Copies of the previous two years’ PTT letters.
9. Tenure-Track Faculty Third Year Review Form.

The Third Year Review process:
A. The faculty member’s Director shall prepare a letter that addresses the faculty member’s cumulative teaching, research/creative and service performance. This letter is known as the Progress Toward Tenure (PTT) letter, per the Provost’s website.
B. After reviewing the faculty member’s dossier adequately, the PTT letter shall be reviewed by the following: (i) the faculty member’s designated mentos (ii) the Chair of Committee A (iii) the Directors of the other CoA divisions. Additionally, the faculty member may request one evaluative letter prepared and submitted to the Director by an external reviewer who has access to the faculty member’s dossier. This external evaluation must be approved by the Director, Associate Dean for Administration and Dean. Obtaining an external review may not be feasible in all
Faculty Member (Name):

Division:

Director (Name):

PTT Letter Date:

The CoA Tenure-Track Faculty Third Year Review Form is intended to accompany and complement the Third Year PTT Letter and is part of the required third year review documentation. Per the CoA Tenure-Track Faculty Third Year Review Guidelines please review the attached Third Year PTT Letter prior to completion of this form.

In the appropriate space below that corresponds to your name and role in the review process (Mentor, Committee A Chair or Director) mark if you concur or dissent with the facts, opinions and recommendations set forth in the Third Year PTT Letter or if you wish to abstain from participating in this review. Mark yes in the space provided if you include a supplemental letter. Mark no in the space provided if you do not. If you do include a letter, secure it to this form.

Upon completion of your part of the form, forward it and any attached documentation to the next reviewer in the order listed below. The final signatory shall return the form to the Director for consideration in the preparation of the final draft of the Third Year PTT Letter. The Director will provide a copy of the final Third Year PTT Letter and the Third Year Review Form to the faculty member in a face to face meeting.

Mentor 1 (Name):

Signature

Date:

Concur

Dissent

Letter attached

Yes

No

Abstain

Comments:

________________________

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________________________
Mentor 2 (Name):

Signature: 

Date: 

Concur 

Dissent 

Abstain 

Letter attached 

Yes 

No 

Comments: 


Committee A Chair (Name):

Signature: 

Date: 

Concur 

Dissent 

Abstain 

Letter attached 

Yes 

No 

Comments: 


Director of Architecture (Name):

Signature: 

Date: 

Concur 

Dissent 

Abstain 

Letter attached 

Yes 

No 

Comments: 


Adopted by Committee A
Adopted by Directors
Approved by Dean
Approved by Provost

06.04.2014
06.04.2014
June 4, 2014