

To all Directors and Chairs,
College of Engineering.

Three Year Review , Tenure Track Faculty (4/21/04. Rev. 8/1/04) .

Kent Fuchs and I have arrived at the following guidelines for the three year review for tenure track professors in the engineering college. We thank you all for your suggestions on this issue.

1. The review should assess the same aspects as the tenure review (Note 1). However, unlike tenure or promotion reviews, no outside letters will be required (Note 2). The review should include evaluations of teaching ,advising ,research (publications, presentations, funding). There should be a detailed statement from the candidate describing future research and teaching plans and summarizing previous work accomplishments.

2. Faculty Involvement.

While the assessment will generally be conducted by a few faculty, it is important that the case comes before the full tenured faculty to avoid any bias. Thus the case should be presented to the faculty in a similar way to a tenure case.

3. Dean's Involvement.

The Directors and Chairs will summarize the details of the review outcome and will forward a copy to the Dean for approval before it is presented to the candidate.

4, The Director/Chair will present the written report to the candidate and discuss it.

5. All material from the review will become part of the permanent file of the candidate.

Note 1.

It is important that the candidate sees this as a significant assessment but that it should not be confused with the more rigorous tenure assessment. In particular the candidate should be showing that he /she is developing excellence in teaching ,research and other scholarly activities rather than having to show proof that these are now in place. In some cases, for example those setting up laboratories, it takes more than 3 years to get significant results and publications. The candidate should be made aware that this is an evaluation of "work in progress".

Note 2.

Although not required, some departments may wish to seek outside letters. If this is policy, it must be consistently applied to all candidates.

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