I. Third-Year Review

The third-year review package will be prepared in accordance with the guidelines for preparation of the Tenure and Promotion package with the following exceptions:

1. No external research letters will be solicited.
2. No external teaching letters will be solicited.
3. A citation search will not be performed.

II. Approximate Schedule

By Dec. 15: Committees appointed (meet with candidate a.s.a.p. to determine more exact schedule).

By Feb. 1: CV, teaching portfolio, and executive summary to committee members.

By Feb. 10: Comments on CV, teaching portfolio, and executive summary to candidate.

By Feb. 25: Final versions of teaching portfolio, CV, and executive summary to committee members.

By Feb. 28: Deadline for committee report on teaching (based on class visits, student interviews, and class evaluations).

By Mar. 1: Complete package available for faculty inspection.

By Mar. 15: To Dean of COEA.