January 13, 2014

TO: Deans, Chancellors, and Vice Chancellors

FROM: Daniel J. Bernardo
      Interim Provost and Executive Vice President

SUBJECT: Third-Year Review

Please share these instructions with your chairs and directors, and ask that they distribute copies to all of those people for whom third-year review is required. This distribution is important to prevent misunderstandings about the third-year review process.

THIRD-YEAR REVIEW
The third-year review occurs during the third-year of service for faculty newly hired into a tenure-track position with no credit toward tenure. For those faculty members hired with credit toward tenure, the year of the formal review of progress towards tenure that is equivalent to the third-year review should have been negotiated at the time of employment. In any case, this major review for unteneured faculty should be scheduled during the spring and submitted according to the third-year review deadline and criteria.

I have attached the following to this memo: a description of the procedure for the review, a copy of the form to be completed by the chair and by the dean and chancellors where applicable, and a copy of the advisory recommendation to be completed by each tenured faculty member in a given tenure unit. This recommendation is advisory. It must include a justification and explanation for the recommendation. If some or substantial improved performance is needed, the recommendation should indicate where improvement is needed. The chair's and dean's analyses should take into account these advisory recommendations, but should not be based simply on a frequency count of the alternative recommendations.
Third-Year Review  
January, 2014  
Page 2  

When a department includes tenured faculty members or candidates for third-year review who are located at urban campuses, research and extension centers or other sites remote from Pullman, a single meeting of tenured faculty should be held over AMS. Per EPM #29, third-year reviews for faculty at urban campuses require the inclusion of an analysis and recommendation by the campus chancellor.

Materials should be assembled in the order indicated below. The cover material should be prefaced by a table of contents. The table of contents does not need to be numbered by page. The following order is required:

1. Third-year tenure progress review form (includes dean(s) and chancellor(s) where applicable, department chair(s) and the secondary department chair(s) evaluation in the case of a joint appointment;

2. Current curriculum vitae;

3. Past Progress Towards Tenure Reviews;

   Statements (e.g., context, research, service) are optional and written by the faculty member (limited to two pages each). The context statement may include expectations placed on a faculty member by circumstances extant at research stations or regional campuses, the requirement of joint appointments or other special circumstances such as commitments to student groups. Research and service are often adequately represented in the vitae. However, if the faculty member would like to clarify the themes of his or her research and/or service activities, he or she may provide short descriptions here;

   Teaching portfolio (includes goals, responsibilities, evaluations, results and appendix, or exhibits). The narrative is limited to five pages. The teaching portfolio should be presented in the approved format. Refer to the Faculty Manual, Section III: http://www.wsu.edu/Faculty_Senate/FM_contents.htm.

4. Faculty recommendations; and

5. Supporting materials (for example, it is appropriate to include a statement on the faculty member’s progress toward tenure from their formal mentor(s)).

Third-year tenure progress reviews are due in the Provost’s Office no later than April 4, 2014. Attached is a list of faculty for whom a formal third-year tenure progress review is expected.

cc: Legal Counsel
HRS
ADMINISTRATIVE PROCEDURE FOR FORMAL THIRD-YEAR TENURE
PROGRESS REVIEW OF FACULTY WITH TENURE-TRACK APPOINTMENTS

1. All tenure track faculty members will ordinarily have a "formal third-year tenure progress review." The third-year review will occur in the spring of the third year of a tenure-track appointment for those faculty newly hired with no credit toward tenure. If credit toward tenure was given upon appointment, as specified in the employment agreement, or negotiated between the chair, the dean, and the Provost's Office, such reviews should also be scheduled for spring. Whether time spent on leave without pay is counted toward tenure and is included in determining the third-year of employment should be decided by the Provost when the leave is approved.

2. As stated in the Faculty Manual, "the tenure progress review shall be conducted by those eligible to perform final tenure evaluations, and follow similar procedures as apply to final tenure consideration, except for external professional evaluations." In the process, the following steps must be included:

A. For each candidate, all tenured faculty members in his/her tenure unit must have access to a file that includes all information relevant for assessment of tenure progress. When a department includes tenured faculty members or candidates for third-year review who are located at regional campuses, experiment stations or other sites remote from Pullman, a single meeting of tenured faculty should be held over AMS. After review and discussion among the faculty, each tenured faculty member in the department or unit will submit a written review, on a standard form developed for this purpose (see attachment), with comments that specifically address the strengths and weaknesses of the faculty member under review and his/her progress toward tenure. If some or substantial needs improvement is the final determination for a candidate, you must specify the area(s) that need improvement.

B. After consultation with the tenured faculty and with the academic director at the regional campus for regional campus faculty, the department chair will make a recommendation of progress satisfactory, some improvement required, substantial improvement required or unsatisfactory along with a recommendation to retain or not retain the faculty member. This is to be forwarded to the dean. The dean or analogous administrator, after consultation with the regional campus chancellor or his or her designee for regional campus faculty members, will prepare a separate recommendation and forward the recommendation to the Provost, along with the completed forms prepared by the tenured faculty and the chair's recommendation. Taking this information into account, the Provost will
then decide on a rating of progress satisfactory, some improvement required, substantial improvement required or unsatisfactory.

C. After completion of the review by the provost, the provost will send the candidate a statement of the outcome. The department chair must meet with the candidate to discuss the review. In the event the department chair is unavailable, the meeting and discussion should be held with the dean (or chancellor in the case of faculty at regional campuses).

D. This process will be completed before the end of spring semester.

3. The third-year review should be used to convey appropriate information to nontenured faculty. Areas of strengths and weaknesses should be identified, with emphasis on encouragement and development of plans for needed improvement. Where the record is unsatisfactory, nonreappointment may be warranted. In that case, the faculty member will be removed from a tenure-track position and given an appropriate terminal contract.
THIRD-YEAR TENURE PROGRESS REVIEW
PLEASE FILL OUT FORM COMPLETELY

NAME____________________________________WSU ID#_____________________________________
TITLE__________________________________________________________________________________
DEPARTMENT_____________________________________________________________________________
MAILING ADDRESS________________________________________________________________________
YRS @ WSU____DEGREE____DEGREE YR____TENURE ELIGIBLE YEAR______

<table>
<thead>
<tr>
<th>FINAL ACTION – *Indicate numbers for each.</th>
<th>AREA*</th>
<th>CHAIR</th>
<th>DEAN</th>
<th>CHANCELLOR</th>
<th>PROVOST</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRESS Satisfactory</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOME Improvement Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBSTANTIAL Improvement Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNSATISFACTORY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUPPORT MATERIAL ATTACHED:

_____ CURRENT VITAE
_____ PROGRESS TOWARD TENURE REVIEWS
_____ CONTEXT STATEMENT (OPTIONAL)
_____ TEACHING PORTFOLIO
_____ RESEARCH AND SERVICE STATEMENTS (OPTIONAL)
_____ RECOMMENDATIONS OF TENURED FACULTY
_____ REPRINTS/CREATIVE ACCOMPLISHMENTS
_____ SUPPORTING MATERIALS

SUMMARY OF REVIEW CRITERIA:

CHAIR’S ANALYSIS AND RECOMMENDATION:

CHAIR’S SIGNATURE_________________________DATE________________
CHAIR’S NAME (TYPED)_______________________
DEAN'S ANALYSIS AND RECOMMENDATIONS:

CHANCELLOR'S ANALYSIS AND RECOMMENDATION:

DEAN'S SIGNATURE_________________________ DATE________________

CHANCELLOR'S SIGNATURE_________________________ DATE________________
PLEASE COPY THE
ATTACHED PAGE
ON LIGHT YELLOW PAPER
Faculty should be aware that upon request, the candidate has the right, by law, to be provided the entire third-year review file, including evaluations.

THIRD-YEAR TENURE PROGRESS REVIEW FOR

This form is advisory regarding the candidate’s progress toward tenure. It is to be completed by all tenured faculty members in the department and forwarded through their principal administrative officers to the Provost. Together with other material, the information furnished by this form will be used in evaluating the qualifications of the faculty member under review. The form will not become part of the candidate’s personnel file. Information relating to assessment of the candidate is available through the department office. You are requested to review it.

You should clearly indicate, by marking the appropriate recommendation below, whether you think this person is making satisfactory progress toward tenure. All recommendations must include a justification and explanation. Written comments should provide a discussion of your recommendation, addressing the strengths and weaknesses of the candidate and assessing his or her progress toward tenure. If some or substantial improvement is needed, please specify what aspect of the candidate’s performance needs improvement. Include frank, objective comments concerning such matters as research and creative scholarship, teaching effectiveness, service to the institution and potential for growth.

In some circumstances, the third-year tenure progress review can lead to nonreappointment. This would occur only when performance and progress toward tenure are judged to be so unsatisfactory after review by the unit’s tenured faculty, the chair, the dean, and the Provost, that there is little likelihood that the candidate will meet the criteria for tenure.

RECOMMENDATION

_____ This person is making satisfactory progress towards tenure.

_____ Some improvement in performance is required before this candidate's progress toward tenure can be considered satisfactory.

_____ Substantial improvement in performance is required before this candidate's progress toward tenure can be considered satisfactory.

_____ The performance and progress toward tenure of this person are unsatisfactory.