

**Third-Year Review: Deadlines and Process Overview | 2024-2025**

The purpose of the Third Year Review is most clearly stated in Provost’s Communication 13, which describes the goal as providing “an assessment of an individual’s professional development and his or her prospects for being recommended for indefinite tenure at the end of the probationary period.” Where a faculty member is deemed not to be making sufficient progress toward tenure, this process can also result in a notice of non-reappointment.

In the School of Art and Design, the review process concludes in a letter to the faculty member under review, and a discussion of that letter with the Director and Program Chair. A number of bodies work together to ensure that this process accomplishes the following goals:

(1) Clear **description** of the faculty member’s accomplishments and shortcomings.

(2) **Evaluation** of accomplishments and shortcomings, to ensure the candidate knows where she or he has been more and less successful.

(3) Specific **recommendations** on what the candidate needs to do to meet expectations and ensure the strongest possible case for tenure.

The process will progress along the following schedule for the **2024-2025 Academic Year**:

Mid-Fall 2024 Candidate meets with Program Chair and Associate Director to discuss third year review process.

January 2, 2025 Candidate submits dossier with statements to Program Chair.

Program Chair writes initial draft of letter.

Feb. 1, 2025 Program Chair draft letter submitted to Director.

Feb. 8, 2025 Director draft presented to Art & Design Promotion & Tenure Committee who may offer recommendations/revisions.

March 1, 2025 A final revised draft is presented to FAA.

FAA Promotion & Tenure Committee reviews and returns to A+D with possible revisions (final).

Early April 2025 A copy of the letter is ready for the faculty member to pick up before the Third Year Letter Review meeting.

Early April, 2025 Third year letter review meeting held with Director, Program Chair, and Faculty member.

Faculty member is asked to sign the letter and a copy is made for filing.

April 15, 2025 Final (signed) copy due to FAA.