



**IUPUI**

OFFICE OF ACADEMIC AFFAIRS

### **FA Guidance-PT Quick Guide to Third-Year Reviews**

The third-year review in IUPUI policy (Faculty Guide), has these primary purposes:

- Ensuring that people have the 'right' area of excellence
  - Someone may enter the third-year review process undecided, but both they and their committees should either have decided upon the result or scheduled a 4th year review by the end.
- Clearly indicating what needs to happen next. Distinguish between your pace/quality are good and need to continue; your pace/quality seem slow, will need to increase but look promising; your pace/quality seem very problematic, let's have some intense follow-up.
- Communicating when the candidate has not conveyed their own agendas, accomplishments, and independence clearly.
  - The candidate statement should be reasonably effective and understandable at all levels at this point.
  - Chairs should make sure candidates are developing *documentation* (proof) of all assertions (the campus discourages hefty dossiers at the 3rd year point, but proof will be needed later).
  - If there are issues, take time to have *follow-up meetings*. Often the high stress of the third-year review means candidates are not taking in advice effectively.
- Clarifying what *intermediate and final scholarly products* are expected in the candidate's discipline and scholarly work, e.g. internal/external grants, articles, presentations, books. A tenure case is based on *trajectory*: what evidence will allow reviewers in the 6th year confidence of trajectory?
- Ensure all levels agree on what counts as **in-rank**

Also important is **resolving any** disagreements among review levels.

Procedure: The packet submitted to Office of Academic Affairs should include *in one pdf*:

- Candidate statement and CV
- Department/primary committee evaluation
- Chair evaluation
- School/unit committee evaluation
- Dean evaluation

**Upload to the Third-Year Reviews** folder in SharePoint for your school.

"The order of review and deliberation involving the department chair or school dean and the Primary and Unit Committees should generally follow the sequence and procedure used by each school in handling ordinary tenure and promotion cases." IUPUI Faculty Guide.

*Typically, the department and chair evaluations contain a full summarization of the candidate's accomplishments and plans. The school and dean levels need not repeat summarization, but should emphasize areas that need particular work in the future.*

For questions related to faculty affairs, please contact the  
IUPUI Office of Academic Affairs team at [acadhr@iupui.edu](mailto:acadhr@iupui.edu)



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**New for 2020**

- IU policy now requires annual feedback on progress towards promotion for all faculty types (“Academic appointees of less than full rank and probationary appointees shall also receive annual career progress reviews on their progress toward tenure and/or promotion. Career progress reviews may be conducted separately or at the same time as annual merit and salary reviews.” [ACA-21](#))
- Use student evaluations to inform reflection on teaching improvement, not to make numerical comparisons (e.g. “above average” should not be used.)

See also Administrators’ Update materials each year on our [Workshops webpage](#).