

TO: (Chair)
(Unit)

FROM: Erich Lear, Dean

SUBJECT: Progress Toward Tenure Review/Third-Year Review

DATE: December 27, 2006

Attached are this year's instructions for the progress toward tenure review and third-year review for tenure track faculty. Copies of the relevant forms are included; you should duplicate them as needed.

Third-Year Review

The third-year review must include a teaching portfolio in the approved format and advisory ballots completed by each tenured faculty member in the tenure unit. Please remember that the non-tenured faculty member **does not** sign the third-year review form.

For third-year review cases, in addition to the binder(s), please prepare a manila folder that includes the a copy of the chair's recommendation, the originals and one copy of the ballots, one copy of the teaching statement, one copy of the research and service statement and the CV. We will place the original ballots back in the binder after the review of the Dean's Advisory Committee. Label the folder as follows and place in the front of the (first) binder.

EMPLOYEE NAME – Department Third-Year Review- Spring 2007
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The list from the Provost suggests that (**names of faculty OR No faculty**) are the only faculty members in (unit name) due for a third-year review. Please confirm this information for correctness with Ellen Arnold (arnolde@wsu.edu).

Progress Toward Tenure

The written summary of progress toward tenure should be in the form of a memorandum to the employee from the Chair/Director. Please include a signature block for the employee to acknowledge receipt of the summary and attach any statements the non-tenured faculty member wishes to have included. A copy of the signed Progress Toward Tenure summary needs to be in the Dean's Office prior to the time you have your Annual review meeting with the Dean in the spring semester.

Please forward your third-year review materials to our office by **February 15, 2007**. If you have any questions, please contact Ellen Arnold at 5-4582.

Thank you.

Cc: (admin mgr)