



Memorandum to: Faculty Engaged in Third Year Review, AY 2015-2016
From: Charlton McIlwain, Associate Dean of Faculty Development & Diversity
Re: Third Year Review: Purpose, Process, & Packet Requirements

PURPOSE AND PROCESS

The third year review enables you to strengthen your prospects for tenure by providing you with a candid assessment of, and constructive feedback about your progress towards tenure. Your docket for this review will be reviewed by members of your department personnel committee, your Department Chair, external reviewers who are experts in your field of study, and finally by the Associate Dean of Faculty Development & Diversity (Associate Dean), and, as necessary, the Vice Dean of Research & Faculty Affairs or the Dean. This process culminates with a consultation with the Associate Dean in which you will discuss the strengths and weaknesses of your docket and be informed of the decision whether to recommend continuation or termination of your probationary status.

PACKET REQUIREMENTS

Personal Statement

Rather than restate the contents of your CV, your personal statement should convey your scholarly identity by describing your research, teaching and service and how they demonstrate your scholarly contributions to your discipline and field, and the broader scholarly community in which you engage. Typically, your personal statement will consist of about five (5) pages, three (3) of which focuses on your current and future research projects, and the remainder focused on your teaching, and service to your Department, Steinhardt, the University and your discipline. We recommend that you solicit advice and guidance from your department chair and other senior faculty in your department as you draft your statement. We also recommend that you make an appointment with the Associate Dean prior to submitting your docket to get advice on your CV and statement, and to address any questions you may have about the review process.

Other Departmental Review Documents

Your final personal statement should be submitted to your department along with the following:

- Your updated curriculum vitae [Please consult Section I of [These Guidelines](#) for both content and formatting instructions]
- A copy of all your publications
- Summary of Teaching evaluations [Please consult Section III of [These Guidelines](#) for both content and formatting instructions]
- Copies of annual peer teaching observations

Please note that only your personal statement, curriculum vitae and copies of your publications will be sent to external reviewers for consideration. Also note that you should work with your Department Chair and administrator to purchase any materials necessary to assemble your docket, including, for example, duplication costs or book purchases.

Important Dates

FALL APPOINTED FACULTY

Aug. 10 – Sep. 23, 2015	Candidate Meets With Associate Dean for Faculty Development & Diversity to discuss review process & provide feedback on CV & Personal Statement
September 25, 2015	Candidate submits packet to Department Chair
February 5, 2016	Final day for Candidate to submit revised CV Before Associate Dean's Review Begins
April, 2016	Associate Dean notifies candidate, and makes appointment to discuss the outcome of the review decision

SPRING APPOINTED FACULTY

Nov. 1 – Dec. 15, 2015	Candidate Meets With Associate Dean for Faculty Development & Diversity to discuss review process & provide feedback on CV & Personal Statement
January 22, 2016	Candidate submits packet to Department Chair
May 16, 2016	Final day for Candidate to submit revised CV before Associate Dean's Review Begins
June, 2016	Associate Dean notifies candidate, and makes appointment to discuss the outcome of the review decision