

These guidelines provide information about Third Year Review for John D. Bower School of Population Health (SOPH) tenure track faculty who are yet to be promoted from Assistant Professor to Associate Professor and who will therefore undergo a Third Year Review as indicated in the SOPH Faculty Promotions for Tenure Track Faculty policy. The Third Year Review affords these faculty the opportunity to document their achievements, prepare their documentation for review, and prepare for the promotion and/or tenure process. This review is not intended to provide an unequivocal signal of the likelihood of earning a promotion and/or tenure. It is meant to assess the individual's progress toward reaching the standards needed for promotion and/or tenure.

The process of promotion and tenure is one of the most important activities undertaken by the university each year as it is one means by which the university upholds high standards and expectations for its faculty. It is the responsibility of all who are involved in the review process to read all applicable materials, deliberate the strengths and weaknesses of each case in good faith, independence, with objectivity, and to observe confidentiality concerning the views of others, as presented during review discussions. A respectful, thorough, and objective review of faculty accomplishments depends upon the conscientious efforts of all participants in the review process.

The Third Year Review Committee will consist of the department chairs for Data Science, Population Health Science, and Preventive Medicine. Additional committee members may be assigned by the Dean. The committee is charged with reviewing each faculty file and producing a written report including the faculty member's strengths and areas of needed improvement. The committee will elect a member to serve as chair. The chair of the committee may not be the department chair of the faculty member undergoing review. The chair will facilitate the review meeting(s) and prepare the report.

The Third Year Review will occur during the third year of the faculty's appointment as Assistant Professor. The faculty file will include: area of emphasis and current percent effort by mission area; MySite faculty portfolio; complete curriculum vitae, copies of publications of five publications or other evidence of scholarly activity; information about academic advising, student evaluations, and contributions to the education mission; service; honors; and other documentation that the faculty wishes to include. Faculty will submit the faculty file to the committee chair no later than April 15th in the third year. The committee chair will submit a copy of the report to the faculty member, faculty member's department chair, and SOPH Dean by May 15 in the third year.