

2.2 Third-year review for Tenure-Track Assistant Professors (Adopted by LBJ School Budget Council, Spring, 2005)

The LBJ School of Public Affairs (LBJ School) has established an internal policy and priority to provide mentoring and guidance to Assistant Professors to help them succeed at The University of Texas at Austin (UT/A). The LBJ School supports the strengthening of each Assistant Professor's professional career through a "third year review" of progress towards promotion. This process provides early advice from the Budget Council so that changes, if any, can be suggested. Procedures and requirements for the third-year review are described below. This is followed by three appendices: (1) Schedule for the third-year review; (2) Checklist of materials required for the third-year review; and (3) Optional external review procedure.

PROCEDURE AND REQUIREMENTS FOR THIRD-YEAR REVIEW

Beginning in September of the fall semester of the third year of an Assistant Professor's appointment (after two academic years at UT/A), the LBJ School Budget Council will conduct an official third-year review of each Assistant Professor's performance. The review will be completed no later than May 30 of the third academic year of service.

In September of the third year, the Budget Council Chair will appoint a subcommittee to review an Assistant Professor's progress towards promotion. Each Assistant Professor may select one tenured faculty colleague to be a member of the third-year review subcommittee. The Budget Council Chair will select two other members.

The third-year review is based on criteria used in the promotion process. By October 1, the Assistant Professor will submit all required materials to the Budget Council Chair. These include a *curriculum vitae*, a copy of all annual reports, as well as a copy of all published research or any accepted papers in scholarly journals, books, working papers, or other written products. The Assistant Professor also will submit a copy of teaching evaluations, course syllabi, sample assignments, and other evidence of curriculum development. Each Assistant Professor is expected to prepare a written statement in each of the areas of review: research, teaching and service. The Provost's guidelines provide a more detailed description of the information to be included. The Provost's guidelines are available at the following URL:

http://www.utexas.edu/provost/policies/evaluation/tenure/promote_tenure.html.

The Budget Council subcommittee will review the materials included in the Assistant Professor's portfolio and conduct a peer teaching evaluation/observation. Based on the results of the review, by March 15 of the third year the subcommittee will write a brief report on the Assistant Professor's performance on research, teaching and service. The report will be provided to the Budget Council Chair and made available to the Budget Council prior to April 1. The report will be discussed at the Budget Council meeting in April.

The purpose of this third-year report is to provide the Assistant Professor with an assessment of their progress to gaining tenure. The report will not be used by the Budget Council in its assessment of the Assistant Professor's record for promotion with tenure. The Budget Council Chair will meet with the Assistant Professor to review the report and provide any other advice from the Budget Council. The report will be given to the Assistant Professor being reviewed no later than May 30 of the third year. An Assistant Professor may provide a written response to the final written evaluation for consideration by the Budget Council no later than June of that year.

**APPENDIX 1:
SCHEDULE FOR THE THIRD-YEAR REVIEW**

<u>Date</u>	<u>Event</u>
September	Budget Council Chair appoints subcommittee
October 1	Deadline for submission by the Assistant Professor of review material
November	Period for teaching observation
February 15	Deadline for receipt of research reviews
March 15	Review due to Budget Council Chair
April 1	Review available to Budget Council
April	Assistant Professor's review session with the Budget Council
May	Report to the Assistant Professor

**APPENDIX 2:
CHECKLIST OF MATERIALS REQUIRED FOR THE THIRD-YEAR REVIEW**

Curriculum vitae

Annual reports

Teaching evaluations

A copy of all publications and other evidence of scholarship/creativity

Information on academic advising, counseling and other student services

Information on service to the university and to the nation, state and community

Information on honors and other evidence of merit or recognition

Statement about the Assistant Professor's plans for research, teaching and service

Any additional documents the Assistant Professor wishes to include

(For further details on each of these requirements see:

http://www.utexas.edu/provost/policies/evaluation/tenure/promote_tenure.html)

**APPENDIX 3:
EXTERNAL REVIEW OPTION**

The Assistant Professor may wish to seek letters of assessment of her/his scholarly contributions from outside referees. If so, by November of the third year, the review subcommittee will develop a list of at least six potential referees and solicit a minimum of three referee letters. Each Assistant Professor will be asked to provide a list of referees. One of the three referees will be selected from this list. The subcommittee will select two other referees. Referees will be selected from the relevant fields from peer institutions. The peer written assessments will be obtained during the period of October through January of the Assistant Professor's third academic year in service.