TO: Third Year Review Candidate  
FROM: Fadi P. Deek, Provost and Senior Executive Vice President  
RE: Third Year Review  
DATE: September 10, 2015

This is to remind you that during the AY 2015-2016 you will undergo a Third Year Review, per the Faculty Handbook, which is described as follows:

“An intensive documented review of the Faculty member’s progress towards tenure and promotion. The Third Year Review evaluates all aspects of a Faculty member’s professional activities and accomplishments and is similar to a tenure review during the period of Tenure Eligibility, except that no reference letters are sought from outside or inside the university. The Faculty member under review shall be formally apprised of the results of the Third Year Review by the Department Chairperson.”

The purpose of this review is to assess and provide you with feedback on your progress towards tenure. Lack of adequate progress results in a terminal year appointment.

I ask that you prepare a dossier, similar to that which will be required during your formal tenure review, but without the addition of external letters.

Please note that as of the 2015-2016 academic year, all materials must be submitted electronically. A flash drive, CD, or submissions via a service like Dropbox are all acceptable.

The material will be due on February 2, 2016 to your department P & T committee. By March 3, 2016, your department P&T committee will review the file and make a recommendation for your reappointment on your tenure track or appointment for a terminal year. Your dossier will then be forwarded with the recommendation from the department P&T Committee to your dean for his review, and ultimately to me by April 4, 2016. This dossier should be sent electronically to kenrick@njit.edu.

You will find materials concerning the preparation of your dossier at this link: http://www.njit.edu/provost/faculty-resources/promotion-tenure.php, under the header “Third Year Review 2015-2016”.

If you have any questions, you may contact me or your dean.

Thank you.