THIRD YEAR REVIEW

TO BE COMPLETED BY THE DEPARTMENT or ACADEMIC UNIT
PROMOTION & TENURE COMMITTEE

Note: All Promotion & Tenure materials must be submitted electronically to kenrick@njit.edu. A flash drive, CD, or submissions via a service like Dropbox are all acceptable.

NAME: ________________________________    DEPARTMENT:__________________________

PRESENT RANK:_______________________________

2.6.3.6.2 Third Year Review
During the third year of the TTP, the Department P&T Committee carries out an intensive, documented review of a Faculty member’s progress toward 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, who sends the written review to the Dean of the College, who forwards it to the Provost.” (Faculty Handbook, August 2011)

The following shall be addressed in a separate memo, 2 pages maximum, and submitted with this completed form:

1. Describe specifically the candidate’s past contributions to the department or school and the university. Is the candidate making acceptable progress toward promotion and/or tenure as described in the Faculty Handbook?

2. In what specific ways may the candidate be expected to contribute to the long range goals of the department or school and the University?

Candidate Signature _____________________________________ Date _________________
(To be signed once the review has been shared with the candidate)
This form is to be kept confidential and only to be shared with the dean and Provost.

NAME: ________________________________    DEPARTMENT: ________________________________

PRESENT RANK: ________________________________

Department Recommendation (attach any minority recommendations):

Number favoring recommendation ____  Number not favoring recommendation ____
Number of abstentions ________  Number of absences __________
Conditions (if any)___________________________________________________

Priority _______ of__________   Chair’s vote__________________

Chair’s signature __________________________  Date __________

Final Disposition____________________________________________________