

TO: Dr. XXX
FROM: Fadi P. Deek, Provost and Senior Executive Vice President
RE: Third Year Review
DATE: October 28, 2020

This is to remind you that during the AY 2020-2021 you will undergo a Third Year Review, per the *Faculty Handbook*, which is described as follows:

“4.3.6.2 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.”

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 all materials must be submitted electronically. Google Drive is the preferred method of transmission.

The material will be due on January 29, 2021 to your department P & T committee. By March 1, 2021, 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 or her review, and ultimately to me by April 2, 2021. *This dossier should be sent by the Dean, 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 2020-2021

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

Thank you,
Fadi

cc: DEAN
CHAIR