

**Third-year review of tenure-track assistant professors:**

- All tenure-track assistant professors will receive a formal review during the spring semester of their third academic year or the fall semester of their fourth academic year during their probationary period.
- The review will mirror the school's tenure standards and process, with more limited elements required for evaluation. In particular, there will be no external letters.
- The department chair will meet with the tenure-track faculty member to explain the process at the beginning of the review semester. New tenure-track assistant professors will also be directed to the written policy when they join the faculty.
- The department chair will appoint an ad hoc committee of at least three tenured faculty members to review the tenure-track faculty member's scholarly work, present it to the department, and write a summary report.
- The tenure-track faculty member must provide all items described in the "Dossier" section of the McKelvey Tenure and Promotion Process document (including a curriculum vitae and additional material) by the 6<sup>th</sup> week of the review semester.
- Committee members will create a casebook by the 10<sup>th</sup> week of the review semester. The casebook will include summary course surveys for all courses taught at Washington University, but no other items described in the "Casebook" section of the McKelvey Tenure and Promotion Process document. The committee members will also provide a draft summary report for the casebook.
- The casebook and draft summary report will be presented by one committee member to the department's tenured faculty. The tenured faculty will discuss and provide feedback that may be added to the draft summary report by the 12<sup>th</sup> week of the review semester.
- The department chair will provide a letter summarizing the casebook and the summary report to the dean before the 14<sup>th</sup> week of the review semester.
- Following consultation with the dean, the department chair will write a letter addressed to the faculty member and discuss the feedback with the faculty member before the last day of the review semester. The letter and discussion will include strengths and weaknesses of the faculty member's progress toward tenure. This letter will be retained in the faculty member's employment files.