



University Heights  
Newark, NJ 07102-1982  
973-596-3218  
973-642-4079 fax

**John A. Pelesko**  
*Provost and Senior Vice President  
for Academic Affairs*

Faculty Name  
Assistant Professor  
Department  
College

September 12, 2024

Dear Dr. XX,

This letter serves to confirm that you will undergo a Third Year Review in AY 2024-2025. This review serves the purpose of providing you with feedback on your progress towards tenure and will be conducted in accordance with the [Faculty Handbook](#), which describes the review 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.

If the Third Year Review establishes that satisfactory progress is being made, the review normally includes a recommendation to the Dean for retaining the Faculty member until the period of Tenure Eligibility. If the Third Year Review concludes that a Faculty member’s progress is unsatisfactory, the Department P&T Committee may recommend to the Dean either to terminate the appointment or to re-appoint with conditions that must be met in order to continue the appointment until the period of Tenure Eligibility.”

I ask that you prepare a dossier according to the [Third Year Review Dossier Preparation Guidelines](#) by January 27, 2025. You will find all materials concerning the Third Year Review, including the [Third Year Review Process and Timeline](#) document, at the bottom of the [Promotion and Tenure page](#) of the Office of the Provost website.

If you have any questions, please contact your Dean or Dr. Wunmi Sadik, Vice Provost for Faculty Affairs.

Sincerely,

John A. Pelesko  
Provost and Senior Vice President for Academic Affairs

cc: Dean, College  
Chair, Department  
Wunmi Sadik, Vice Provost for Faculty Affairs  
Joseph Sramaty, Academic Human Resources