

Third Year Review Process and Timeline

Office of the Provost notifies faculty member of their Third Year Review and shares link to Google Drive by September 15, 2024	\rightarrow	Faculty member finalizes Dossier in Google Drive for submission to the Department/Academic Unit P&T Committee by January 27, 2025	→	Office of the Provost removes the faculty member from the Google Drive and shares Dossier with the Department/Academic Unit P&T Committee by January 29, 2025		Department/Academic Unit P&T Committee uploads Third Year Review Form and Recommendation Letter to the Google Drive by February 19, 2025	;	Office of the Provost grants Department Chairperson access to Google Drive containing Dossier, Third Year Review Form, and Recommendation Letter by February 21, 2025
Department Chairperson shares the P&T Committee Recommendation Letter with the faculty member & has them sign the Acknowledgment Form, finalizes the Third Year Review Form, and uploads their Chairperson Recommendation and both Forms by March 3, 2025		If the faculty member is recommended for non- reappointment, the Chairperson notifies them by March 3, 2025, and informs them that they have until March 14, 2025, to submit a written appeal	→	Office of the Provost shares Dossier, Third Year Review Form, Acknowledgement Form, Department/Academic Unit P&T Committee Recommendation Letter, and Chair's Recommendation with Dean by March 5, 2025	\rightarrow	After reviewing the written appeal, by March 21, 2025, the Department/Academic Unit P&T Committee either uploads their recommendation to reappoint or shares a recommendation for non- reappointment with the Chairperson	;	In the case of a recommendation for non- reappointment, the Chairperson uploads the vote, written statement with reasoning, and the faculty member's appeal for the Dean's review by March 25, 2024
Dean uploads their Recommendation to the Google Drive by March 31, 2025	→	Provost Reviews Dossier, Third Year Review Form, Acknowledgement Form, and all Recommendations (and appeal documents, if applicable) by April 30, 2025	\rightarrow	Office of the Provost issues all Reappointment Letters and Terminal Appointment Letters by June 30, 2025				