Third-Year Review Guidelines
The University of Texas at San Antonio

This set of guidelines provides information for faculty undergoing a Third-Year Review (TYR) as prescribed by the Handbook of Operating Procedures (HOP), chapter 2.24 “Third-Year Review.” These guidelines also provide information for faculty serving on Department Faculty Review Advisory Committees (DFRAC), department chairs, and deans involved in the review process. These guidelines are reviewed annually and updated by the provost’s office.

The TYR process is a pre-tenure comprehensive review process employed by the university (i) “to assess overall performance and provide the basis for a fair evaluation which may be used in the decision regarding reappointment;” and (ii) “to afford faculty an opportunity to practice preparing their files for review, document their achievements, and understand how they will be judged for tenure and promotion at UTSA” (HOP 2.24).

It is critical for all who are involved in the review process to read all applicable materials, deliberate the strengths and weaknesses of each faculty member’s performance in good faith with objectivity, and to observe confidentiality concerning the views of others, as revealed during review discussions. A respectful, thorough and objective review of faculty accomplishments depends upon the conscientious efforts of all participants in the review process. All written materials generated through the review process are available for the inspection of faculty candidates. Questions concerning the university’s procedures for third-year review may be directed to the Provost and Vice President for Academic Affairs.

These guidelines are divided into several sections with the following contents:

- **Overview of Process** — a brief description of the timeline for review and the responsibilities of each party at each stage of the process.

- **Preparation of the Review Packet** — a listing of essential and optional elements to include in the review packet prepared by tenure-track faculty.

- **Review Process** — an outline of the responsibilities of the Third-Year Review DFRAC (or TYR-DFRAC), department chair, and dean in carrying out the review.

- **Cover Sheet and Checklist** — a summary of required and optional materials to be submitted for the purposes of third-year review.

**Schedule for Third-Year Review**

Each tenure-track faculty member will undergo a third-year review in the spring of the third full academic year of service. The review will consider all activities and achievements that are eligible for consideration in a promotion and tenure review. This includes activities undertaken by tenure-track faculty members in a comparable position at another institution. If the tenure-track faculty member began service at UTSA in a non-tenure-track position, the review should be held in the third year of full service since appointment to the tenure track, and should include only those activities and accomplishments since entering the tenure track.
Overview of Process

The purpose of the third-year review is to provide mid-stream feedback to tenure-track faculty to help them assess their progress toward achieving tenure at UTSA. It is also an opportunity for the college and university to carry out a comprehensive assessment of performance and make recommendations concerning the reappointment of the faculty member. Each review involves evaluation by three different entities— the TYR-DFRAC, the department chair, and the dean. The dean makes the final recommendation concerning the results of the third-year review. The review process is summarized in the table below:

<table>
<thead>
<tr>
<th>When</th>
<th>Who</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>Spring</td>
<td>Provost</td>
<td>Notify deans which tenure-track faculty members are due to undergo a third-year review in the coming year.</td>
</tr>
<tr>
<td></td>
<td>Provost</td>
<td>Notify tenure-track faculty that a third-year review will take place in the coming academic year.</td>
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<tr>
<td>Fall</td>
<td>Department Chair, Tenure-track faculty</td>
<td>Meet to review TYR process and provide/receive advice on assembling review packet.</td>
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<tr>
<td>December</td>
<td>Department</td>
<td>Departments are encouraged to have the entire DFRAC serve as the TYR committee, but departments may elect a TYR-DFRAC subcommittee to carry out the review.</td>
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<tr>
<td></td>
<td>TYR-DFRAC</td>
<td>Report membership of TYR-DFRAC to the Dean no later than December 15th. The Dean’s Office will provide the committee names to the Office of the Vice President for Academic Affairs. Convene to elect a committee chair by December 20th.</td>
</tr>
<tr>
<td>January</td>
<td>Tenure-track faculty under review</td>
<td>Assemble review packet and upload documents to official Faculty Review folder in SharePoint. Also submit one manila folder with hard copies of the coversheet and checklist, current vita, and statement of professional goals to the department chair no later than January 15th or the first workday thereafter.</td>
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<tr>
<td>Time Period</td>
<td>Role</td>
<td>Tasks</td>
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<td>---------------------------</td>
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| January-February          | TYR-DFRAC                   | Evaluate the review packet and prepare a written summary of evaluation analysis.  
                             |                             | Full DFRAC review and approval of evaluation.                         
                             |                             | Submit evaluation to department chair by February 5th.                |
| February                  | Department Chair            | Review the packet and the TYR-DFRAC report.                           
                             |                             | Write the chair’s evaluation.                                         
                             |                             | Send copies of TYR-DFRAC and chair’s reports to the faculty member under review. 
                             |                             | Upload DFRAC memo and department chair memo to the official Faculty Review folder in SharePoint; |
| February-March            | Department Chair            | Meet with tenure-track faculty member under review to discuss evaluation no later than February 28th. |
|                           | TYR-DFRAC Chair             | Meet with tenure-track faculty member under review to discuss evaluation no later than February 28th. |
|                           | Tenure-track Faculty Member | Optional opportunity to respond to departmental evaluation before it is forwarded to the Dean. Response due by March 10th. |
| March-April               | Department Chair            | Write summarizing report.                                             
                             |                             | Upload faculty member’s response and department chair summarizing report to the official Faculty Review folder in SharePoint. |
|                           |                             | Include original signed copies of the DFRAC memo, department chair memo, faculty member’s response (if one is provided), and department chair’s summarizing report in the faculty folder and forward to the Dean by March 25th. |
|                           | Dean                        | Review TYR report and determine final evaluation.                     
                             |                             | Provide a written recommendation for forwarding to provost;            
                             |                             | Upload dean’s memo to the official Faculty Review folder in SharePoint. |
Upload signed checklist(s) to the official Faculty Review folder in SharePoint.

Include original signed copy of the coversheet and checklist and dean’s memo to the faculty folder and forward to the Provost’s Office by April 10th.

Provide a written notification to applicant of the college’s recommendation by April 15th.

<table>
<thead>
<tr>
<th>April</th>
<th>Provost</th>
<th>Discuss unsatisfactory evaluations with deans and make recommendation to president concerning the reappointment of all faculty members undergoing third-year review.</th>
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<tbody>
<tr>
<td>April - May</td>
<td>President</td>
<td>Review and decide all recommendations concerning reappointment of faculty members by April 20th. Report non-reappointment decisions to provost, deans, and faculty members by May 1st.</td>
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</table>

The deadlines indicated in this chart are intended to be general guidelines so that the process may be concluded by the end of the spring semester. Any significant deviation from these deadlines (for example, by two weeks or more) must be approved by the provost upon the written request of the dean.

**Preparation of the Review Packet**

The review packet contains the materials that form the basis for the evaluation at all levels of review. It is the responsibility of the tenure-track faculty members undergoing a third-year review to ensure that the material contained in the packet is complete, accurate, and professionally presented.

The contents of the review packet should include the following elements (Described more fully below):

1. Third-Year Review cover sheet and check list
2. a professional curriculum vitae
3. a statement of professional goals, objectives, and accomplishments during the evaluation period
4. evaluations and analyses reported by the TYR-DFRAC, department chair, and dean, as well as any optional external review letters solicited by the department, and the optional response of the faculty member to the departmental review reports
5. documentation of teaching effectiveness
   - summary of course evaluations (complete template)
   - peer observer’s report(s)
   - faculty member’s report(s)

6. documentation of research accomplishments and plans

7. documentation of service contributions

8. optional supplementary materials

The professional curriculum vitae should serve as a simple listing of professional activities, while the optional supplementary materials may provide more in-depth information about those activities. The suggested contents of each of these elements should include but are not limited to those suggested below. The faculty member undergoing third-year review is responsible for preparing all items, except #4; the TYR-DFRAC, department chair, and college dean are responsible for appending materials contained in #4.

Items #1 – 3 and 5 – 7 constitute the review materials utilized by the TYR-DFRAC and the chair in evaluating the faculty member’s performance. In general, the dean will only review items #1 – 3 along with the department’s evaluation reports in #4, placing the primary responsibility for the review with the department. Items included in #5 – 8 may be made available to the dean, but are chiefly used at the department level. This information is summarized in the table below.

<table>
<thead>
<tr>
<th>Review Activity</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept. review</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>College review</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>(X)</td>
<td>(X)</td>
<td>(X)</td>
<td>(X)</td>
</tr>
</tbody>
</table>

One hard copy of the required materials (#1-3) should be made available in a secured location in the department office and an electronic copy of items 1-3 and 5-8 should be posted in the official Faculty Review folder in SharePoint for review by TYR-FRAC members. Item #4 should be added to the hard copy folder and uploaded to SharePoint as reviews are completed. Each of these items is described more fully in the following sections.

1. Third-Year Review Cover Sheet and Checklist

The TYR cover sheet form is available on the Provost’s website as a PDF document, and should be filled in by the faculty member and provided with the other materials. The second and later pages of the cover sheet are a checklist of the essential contents of the review package, as well as a checklist of possible optional supplementary materials that may be submitted. The Checklist needs to be signed by the department chair and dean once they have reviewed the files. All should be actual signatures, not electronic or digital signatures.
2. Professional Curriculum Vitae

Name and Contact Information

This should include UTSA address, phone number, and email address, as well as current academic rank (for example, “Assistant Professor” or “Associate Professor without Tenure”).

Educational Background

Please list all institutions from which a degree was earned, including the degree received and the major field of study.

Professional Employment History

List all positions held in sequential order, with applicable dates, since earning the baccalaureate degree, including the present position at UTSA.

Awards and Honors

List any awards, honors, prizes, competitions, or other recognition received related to professional activities.

Research/Scholarly/Creative Activities Summary

Summarize all products of scholarly activities, including publications, exhibitions, performances, architectural projects, reviews, or other documentation of scholarly contributions. Please list separately the different types of publications (e.g. journal articles, books, reviews, etc.), scholarly products, or creative activity outcomes, providing respective listings of invited contributions, refereed and non-refereed contributions. All listings should include the date and title of the scholarly work, the venue, and where applicable, the inclusive page numbers or length of the scholarly contribution.

Scholarly Presentations

List all external oral or poster presentations at conferences, meetings, or other institutions/universities related to scholarly work, and provide the dates and locations of presentations. Provide separate listings for invited presentations, refereed, and non-refereed contributions.

Granting Activities

Provide a list of grant proposals submitted, whether for research, instructional, or public service activities (please indicate one of these for each grant), giving the name of the granting agency, the project dates, the project title, and the total amount requested and awarded, if appropriate, for each.

Intellectual Property

Where applicable, provide a summary of any intellectual property generated from scholarly activities and indicate any patent applications, copyright privileges, licensing, or other commercialization that has resulted. The summary should include dates, titles, and identifying information.
Teaching Activities
List all formal courses taught at UTSA, indicating the level of the course (undergraduate or graduate) and its title. Provide a list of students mentored in research/scholarly/creative activities and any theses or dissertations directed. Summarize any service on graduate committees and for student advising.

Service Activities
Provide separate listings of all committee assignments, assigned administrative activities, and professional service activities (including service in disciplinary organizations, service as a journal editor, manuscript or grant proposal reviewer, meetings or symposia organized, etc.). Each activity should include the dates of participation, the organizational level of the activity (for example, department, college, etc.), and any leadership roles played.

3. Statement of Professional Goals, Objectives, and Accomplishments

The statement of professional goals, objectives, and accomplishments should be no more than 8 to 10 pages long and should be organized in three sections, outlining the faculty member’s activities, experiences, and future plans in the areas of teaching, research/scholarly/creative activities, and service, respectively.

- For the teaching section, the faculty member may wish to include a teaching statement outlining her or his philosophy/approach to teaching, and describe any innovative approaches used in delivering instruction, as well as instructional development activities planned for the remainder of the probationary period (i.e. the coming three years).

- In the scholarly activity section, the faculty member may provide a context for her or his scholarly work, indicating the relationship between different projects and plans for future scholarship, and how those plans build on past activities. An explanation of the faculty member’s role in co-authored publications should also be included.

- The service section should provide an overview of service activities, including her or his philosophy of service and how it complements teaching and scholarly activities. Please note that the bulk of the evaluation will focus on teaching and research efforts, with lower expectations for service contributions.
4. Evaluation and Review Materials

As the TYR packet goes through the evaluation process, each level of review should append its analysis and recommendation to the packet for consideration by the next level of review. Guidelines for these various levels of review are provided in the “Review Process” section of these guidelines below. The materials should be arranged in the following order, with the responsibility for appending each set of materials indicated below:

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsible Individual</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peer Observer’s Report</td>
<td>Department Chair</td>
<td>Upon completion of department-level evaluation</td>
</tr>
<tr>
<td>Faculty Member’s Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TYR-DFRAC evaluation report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair’s evaluation report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Response to departmental review by faculty member (optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair’s summary memo, if faculty member provided a written response to departmental review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean’s evaluation</td>
<td>Dean</td>
<td>Upon completion of college-level review</td>
</tr>
</tbody>
</table>

The department may opt to solicit a “friendly” external review letter as part of its total evaluation process. This is not a required step, but may provide helpful third-party constructive advice to the faculty member. For example, one might ask a former mentor of the faculty member to examine the review packet and provide feedback to the faculty member about appropriate activities to undertake that would optimize chances for a successful application for promotion and tenure. The use of such a letter should be agreed upon in advance by the faculty member and the department chair as it may necessitate earlier preparation of the review packet. If the optional external review is used by the TYR-DFRAC and the department chair, the letter should be included along with the department’s evaluation reports in this section of the packet before sending forward to the dean.

5. Documentation of Teaching Effectiveness

Listing of Courses with Teaching Evaluation Summaries

Provide a table of courses taught during the evaluation period (the probationary period), using the template provided below (this template may be downloaded from the Provost’s website). Do not include copies of student evaluation surveys or comments among these materials.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Course No.</th>
<th>Course Type</th>
<th>New Prep?</th>
<th>Course Enrollment</th>
<th>No. of Responses</th>
<th>Course Rating</th>
<th>Instructor Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP2011</td>
<td>ABC.nnn3</td>
<td>LD, UD or GR</td>
<td>NEW</td>
<td>Xxx</td>
<td>Yyy</td>
<td>X.X</td>
<td>Y.Y</td>
</tr>
</tbody>
</table>

Note: LD = lower division, UD = upper division, GR = graduate level

**Teaching Portfolios**
For each course taught, provide a portfolio containing the course syllabus, exams, handouts, problem sets and other written assignments, and other course materials developed by the faculty candidate.

**Peer Observation Report(s)**
Provide documentation for each instance in which the department has performed a peer observation of teaching. Please refer to the Peer Observation Guidelines for assistance in completing this task. The department chair is responsible for uploading the peer observer’s report and the faculty member’s report to the official Faculty Review folder in SharePoint.

**Instructional Development**
List any workshops, seminars, or other related meetings attended (or organized) to increase pedagogical effectiveness. This information should include the dates, formats, locations, and names of organizers.

**Instructional Grants**
List all grants related to instructional activities. This may be taken directly from relevant grants listed on the professional curriculum vitae and should contain the information indicated above for “Grant Activities.” Provide copies of all funded grants and, optionally, referee comments for those grant proposals.

**Teaching Awards**
List any awards received for excellence in university-level teaching. This may include both awards received at UTSA and at other institutions of higher education, and should indicate the date, award name, awarding unit (for example, college, university, etc.), and institution.

**Students Mentored**
Provide a list of all students mentored in scholarly and research activities under your mentorship. For undergraduate course advisement, a summary of the number of students served is sufficient.
6. Documentation of Research Accomplishments and Plans

**Scholarly Products**

Provide an electronic copy of all research/scholarly/creative works produced during the evaluation period. This includes full copies of any journal articles, book chapters, papers in conference proceedings, architectural projects, digital images of artwork, recordings of musical performances or compositions, and other short-format works. These may include manuscripts under review or in preparation. Note that citation indices of published work may optionally be included within this section.

**Reviews**

Where appropriate, provide copies of any reviews of scholarly and creative activity, including reviews of books published, exhibitions, performances, compositions, architectural projects, and other creative endeavors.

**Grant Proposals**

Copies of all funded grant proposals, as well as any proposals under review, or in preparation, should be provided with an indication of the present status of the proposal. Referee comments from funded proposals may be submitted along with the proposals themselves.

**Intellectual Property**

Provide documentation of any intellectual property produced, including patents, copyrights, licensing agreements or other commercialization activities. Faculty are not required to divulge sensitive information concerning the intellectual property, but may document its development and potential commercialization through letters and other communications.

7. Documentation of Service Activities

**Committee Assignments**

Separately list committee assignments at the department, college, and university levels, indicating dates of service and the name of the committee chair. Applicants should also indicate the extent of their contributions to the work of each committee listed.

**Professional Service Activities**

List any activities related to professional service, both internal and external. These may include committee assignments, manuscript and proposal review, journal editorship, organization of meetings, and other assistive activities. In all cases, provide dates of service, organizations served, and time committed.
Leadership Positions

Provide a summary of any leadership positions held at the university or within a professional/disciplinary organization or society. List the dates for each applicable position, the responsibilities of the position, and the time commitment involved in executing the responsibilities of the position. Also, indicate any special accomplishments achieved while in the leadership position.

8. Optional Supplementary Materials

Faculty members undergoing third-year review may submit optional supplementary materials to highlight or document achievement in the areas of teaching, research/scholarly/creative activities, and service activities. A checklist of possible items that might be included among the supplementary materials is included with the Third-Year Review Cover Sheet form available from the Provost’s website.

Faculty members are asked to provide supplementary materials in a non-printable (optional) electronic/digital format uploaded to the official Faculty Review folder in SharePoint or other secure university-supported website as may be directed. In addition, each department may determine whether a hard copy of selected supplementary materials should be made available in the department office along with the required materials.

Faculty members may also make available other supplementary materials in support of the application, including full sets of student teaching surveys with comments, works in progress, a statement of future research goals and directions, and other items as allowed by the department and college. The supplementary materials are primarily used at the departmental level of review. Once the department-level evaluations are completed, the optional supplementary materials will remain available (either in the department office or online) during the college review of the packet. In extraordinary cases, where the supplementary materials might clarify a point in dispute from earlier reviews, the dean may request access to these materials for a given case.

The intent of supplementary materials is to facilitate the separate evaluations of the TYR-DFRAC and the department chair in this process.

Special Note to Faculty

These guidelines are intended to help you prepare a compelling, well-documented packet for your third-year review. Much of the content of this packet is identical to the material that you will collect in preparation for consideration for tenure and promotion. As you prepare your packet, please consider how readily a reader may access and absorb the material it contains. Repetition and verbosity will only serve to fatigue reviewers without adding substance to your packet—be as succinct as possible in each section of the packet.
Review Process

The third-year review should not differ significantly from the review that takes place for promotion from assistant to associate professor with tenure; and, therefore departments are encouraged to have the TYR-DFRAC committee consist of DFRAC as a whole. Whether the entire DFRAC or a subcommittee prepares the initial report, the TYR-DFRAC report should be signed by all members of DFRAC. The process for third-year reviews involves three levels, including the TYR-DFRAC, the chair, and the dean. At each level of this process, the reviewer(s) should pay particular attention to the question whether or not the candidate is making acceptable progress toward promotion and tenure. Deficiencies should be assessed to determine whether or not a candidate’s performance in any category places him or her in a situation in which success is unlikely. In those cases, the review should explicitly state the problems and the reviewers should make a recommendation to the Provost as to the continuing appointment of the candidate.

Membership of the TYR-DFRAC Committee

The membership of the TYR-DFRAC committee is determined by the following process:

- In years that a faculty member is undergoing a third-year review, the DFRAC of each department, as defined by department and/or college bylaws, shall serve as the TYR-DFRAC or the DFRAC may elect a subcommittee to serve as the TYR-DFRAC committee. The formation of the TYR-DFRAC should occur no later than December each year.

- If the TYR-DFRAC committee does not consist of the entire DFRAC, the TYR-DFRAC should include at least three (3) tenured faculty members. Faculty who are appointed as part-time administrators are eligible to serve on the TYR-DFRAC. If there are fewer than three (3) eligible faculty members to serve on the committee, the chair shall nominate a slate of potential members from outside the department to be appointed by the dean. The slate should include at least two nominees for each vacancy that needs to be filled by dean’s appointment.

- The TYR-DFRAC shall elect its own chair.

- The committee chair is responsible for constructing and submitting the TYR-DFRAC’s report to the chair.

- Each DFRAC member shall sign-off on the committee chair’s report. If the TYR-DFRAC is a subcommittee of the whole DFRAC, then the committee’s report shall be made available to the entire DFRAC for final review and approval.

Roles of Various Entities

The third-year review process is governed by the college dean, with the primary evaluation occurring at the department level. The role of each entity may be summarized as follows:

Tenure-Track Faculty Member— compiles the review packet for evaluation by the department and college. Upon completion of the department’s review, the faculty member will meet with the department chair and the chair of the TYR-DFRAC to discuss the review, no
later than February 28th. The faculty member should receive a copy of the reports from the TYR-DFRAC and department chair at least 3 work days in advance of the meeting. After discussing the review, the faculty member is invited to optionally comment on the reports in terms of clarification, the likelihood of accomplishing the necessary steps to be awarded tenure, neglected or additional information that came in after the review process was initiated, and explain any extenuating circumstances that may warrant further consideration before a decision will be rendered about contract renewal. The candidate may also elect not to respond to the report without penalty.

**TYR-DFRAC**— a full and detailed analysis of the faculty member’s performance during the evaluation (probationary) period. The TYR-DFRAC provides a peer review by those members of the university community best qualified to judge the quality of the faculty member’s activities. Accordingly, the TYR-DFRAC should provide a detailed written analysis of the faculty member’s instructional, research/scholarly/creative, and service activities and make a recommendation for the performance evaluation in each of these three areas of activity. The analysis of the TYR-DFRAC should ideally represent a consensus of the committee, but where there are differences, the report should clarify all perspectives.

**Department Chair**— a full and detailed review of the faculty member’s performance during the evaluation period, from the perspective of how that performance meets the expectations of the discipline and the department and addresses its mission, subject to the protections of academic freedom. The chair should independently evaluate the review packet, but consider the analysis of the TYR-DFRAC in arriving at a recommended evaluation in each area of performance and an overall evaluation. The chair’s report should succinctly amplify points in the TYR-DFRAC report where there is agreement, and fully explain the reasons for any differences of opinion with the TYR-DFRAC report. When the chair’s evaluation report is completed, the chair shall send a copy of that report, along with the TYR-DFRAC report, to the candidate, then schedule a meeting during the last week of February with the faculty member and the TYR-DFRAC chair to discuss the evaluation. If the candidate opts to provide a response to the chair’s and/or the TYR-DFRAC’s reports, the chair will then need to provide a summarizing analysis of the review report that takes the faculty member’s response into account.

**Dean**— an independent, comprehensive review of the review packet, taking the TYR-DFRAC and department chair’s analysis and recommendations, as well as the faculty member’s optional response, into consideration. The dean is responsible for maintaining high standards for performance within the college and for analyzing cases in the context of how faculty performance achieves the mission and objectives of the college, again subject to the protections of academic freedom. The dean should provide a written analysis of each case under review, but may liberally cite opinions and analysis provided by earlier levels of review. In cases where the dean is in agreement with all previous analyses and recommendations, it is sufficient to provide a simple statement of agreement. When final evaluations are forwarded to the provost’s office, the dean shall notify all faculty members undergoing third-year review of the final evaluation.
The dean is also responsible for evaluating and recommending the need for corrective and/or remedial actions needed to enhance the possibility for successful promotion or, conversely, for determining whether a terminal contract should be offered.

**General Guidelines for the Third-Year Review DFRAC**

In addition to the policies expressed under HOP 2.24, the TYR-DFRAC should adhere to the following guidelines. Careful observance of these policies and guidelines is necessary to ensure a fair, objective, and consistent process throughout the analysis of each third-year review.

- The TYR-DFRAC conducts internal peer evaluations for the purpose of making recommendations on the evaluation of faculty performance.

- Faculty members serving on the TYR-DFRAC have the responsibility to read all review packet materials, reviewing the applicant’s performance in each of the performance criteria thoroughly and participating in committee discussions and formulating committee recommendations. Participation by proxy is not appropriate.

- The analysis of a TYR-DFRAC should indicate the factors that contributed to the committee’s recommendations and illuminate any factors that were prominently cited during the deliberations that would have been supportive of a contrary or alternative recommendation.

- Recommendations should be based on consistently applied criteria appropriate for the faculty candidate’s academic discipline and that reflect the expected workload distribution as reported by the chair.

- Faculty serving on a TYR-DFRAC should focus on factual information and guard against inaccuracies caused by either emphasis or omission of information.

- Only tenured faculty members may serve on a TYR-DFRAC. As described above, if the committee, when constituted in accordance with the Handbook and college bylaws, has fewer than three tenured professors, the chair shall nominate and the dean shall appoint additional tenured professors from outside of the department until there are three on the committee.

- The TYR-DFRAC report should be signed by all DFRAC members. On the signature page, the report should include a header that reads: “We, the undersigned members of the DFRAC have reviewed this report for completeness and accuracy, and attest that we have reached our recommendations through a thorough review and discussion of the available documentary evidence.”

Each dean is responsible for reviewing policies and procedures and these guidelines with department chairs and for assuring that these policies, procedures and instructions are followed.
Guidelines for Department Chair’s Evaluation

A critical part of the third-year review process is the recommendation of the department chair because the chair has the greatest competence to review the quality of a faculty member’s performance within the academic discipline, balanced by the context of the department’s long-term needs and aspirations. The chair’s report should contain the following essential elements:

- a copy of the TYR-DFRAC’s report;
- an analysis of the candidate’s contributions in each of the areas of teaching, research/scholarly/creative activity, and service within the context of the department’s needs;
- an explanation of aspects of the case within the academic discipline that may be unfamiliar to reviewers at the college-level—for example,
  - accepted standards for publishing scholarly work, including multiple author protocols,
  - the importance of the faculty member’s contribution in any collaborative activities,
  - the quality and impact of the publication outlets, performance venues, or exhibition galleries (as appropriate) utilized by the applicant,
  - clarification of usual citation numbers for researchers in the faculty member’s field,
  - the significance of the teaching activities undertaken by the faculty member relative to disciplinary norms,
  - departmental expectations for student research mentoring at both undergraduate and graduate levels,
  - the significance of any professional service contributions made by the faculty member,
  - the willingness of the faculty member to serve on departmental committees, etc.
- a succinct statement of the chair’s recommendation, with explanation of the factors leading to this recommendation.

The chair should strive to compose the report using factual data to support conclusions, and expressing the evaluation in terms of departmental expectations and aspirations. Most importantly, the chair should endeavor to connect the performance with the department’s expectations for a tenured faculty member.

Guidelines for Dean’s Evaluation

The role of the dean’s evaluation is to uphold high standards across the college and ensure that each faculty member’s performance supports the long-term quality and productivity of the college. In all cases, the dean’s evaluation should provide the following essential information:

- the nature of the department’s recommendations through the TYR-DFRAC and chair,
- a succinct statement of the dean’s evaluation and any recommendations—possible outcomes include:
If performance evaluation is “satisfactory,” send written notification of that fact to the Provost and recommend reappointment of faculty member to Provost by April 10th. Also, send written notification to the faculty member, and include a concise analysis of the faculty member’s performance strengths and weaknesses, with specific advice about areas in which the faculty member should focus attention during the remaining probationary period.

If performance evaluation is “unsatisfactory,” submit all written reports to the provost with dean’s recommendations for reappointment and/or corrective actions or issuance of a terminal contract by April 10th.

If the TYR-DFRAC and chair have provided analyses and recommendations with which the dean is in agreement, then the dean may provide a succinct statement of concurrence with the earlier analyses. If earlier recommendations express diverse outcomes, or if the dean disagrees with their conclusions, then a more comprehensive report should be provided. That report should contain an explanation of the reasons supporting the dean’s recommendation, citing decisive arguments included in the TYR-DFRAC and/or chair’s reports. The dean should take care to express conclusions within the context of the college’s expectations and aspirations for long-term quality among its faculty.

Retention of Third Year Review Documents

Third Year Review documents are retained in accordance with the university’s official retention schedule, as follows:

- **Record series 3.1.143 Faculty Promotion and Tenure Review Records (Promotion File) – Evaluations, recommendations memos, etc. are retained for 2 years following the date granting/denying reappointment.**
- **Record series 3.1.137 Employee Recognition Records – A copy of the letter granting/denying reappointment is retained for 5 years after employment ends.**

The university’s full records retention schedule can be accessed through the following link: [https://www.utsa.edu/openrecords/retention.html](https://www.utsa.edu/openrecords/retention.html)