**Third-Year Reappointment Procedure**

**Updated December 12, 2016**

*This document was developed by AdCab in March of 2012, at the request of Faculty Council, with the assumption that it would remain in effect until Faculty Council had the opportunity to review and suggest changes. The 2016-2017 Faculty Development and Support Committee reviewed this policy and suggested revisions, which were brought to and approved by Faculty Council on December 2, 2016.*

This procedure applies to faculty hired under provisions that require a third-year reappointment review.

1. Faculty subject to third-year reappointment will be reviewed at the end of their second year of service. The review is conducted via a vote by all faculty in the College who are senior in rank, is based on consideration of the faculty member’s record to date, and is advisory to the Dean. The timeline for this vote will be set each academic year by the Faculty Development and Support (FDS) Committee, and the timeline will be communicated to the faculty member by the Chair of FDS no later than Dec. 20.

2. During the academic quarter prior to the quarter in which the review will take place (typically Winter), the faculty member being reviewed will prepare a file. The file should include an updated CV, a personal statement (1-2 pages), student evaluations of teaching, and a peer evaluation of teaching. The personal statement should contextualize the CV and outline the intended directions for future teaching, scholarship and service. (Research faculty can omit teaching evaluations but should be sure that the personal statement concentrates on and indicates evidence of how they have contributed to the research mission of the College.)

3. During that same quarter (typically Winter), the faculty member will meet with their Mentoring Committee, receive suggestions and advice for changes to the file, and incorporate those changes into the documents. The materials in this file may also be used by the faculty member for merit review during the year in which the reappointment review takes place.

4. The faculty member will upload their file to the electronic site in which faculty members upload their merit materials (typically in Spring). The electronic site is currently which is currently <https://catalyst.uw.edu/collectit/dropbox/kemath/14865>. The CoE HR manager will ensure that all faculty who are eligible to vote on the faculty member’s reappointment are notified to review the file.

5. Results of the vote will be verified by a member of FDS and conveyed to the Dean as an advisory recommendation regarding the faculty member’s reappointment. As part of the required Spring Quarter meeting between the Dean and junior faculty, the Dean will share the results of the vote and discuss progress toward tenure.