

Contract Renewal of Tenure-Track Faculty (Third Year Review) Meadows School of the Arts

Timeline and Procedures

Tenure track faculty members are normally appointed to two three-year contracts. During the final year of the first contract an internal “third year review” takes place, at which point the Dean may recommend to the University that a second contract should be extended.

By no later than October 1: Candidate is notified of the review

The Chair/Director of the division/institute/department must notify the tenured faculty that a tenure-track faculty member is in her/his contract-renewal year and that a review committee has been formed. The Chair/Director must also notify the candidate of the review, explain the process, and inform the candidate of the **November 15** deadline for the submission of materials.

The review committee will normally be made up of all the tenured faculty of the division, except in cases where the faculty is so large, as in the Music division, that guidelines are in place for the creation of a smaller committee. When there are not enough tenured faculty members in any specific division to form a committee of at least three, the Chair/Director, with the approval of the Associate Dean for Academic Affairs, will constitute a committee of at least three tenured faculty members by including faculty of other divisions in the school or university that have connections to the discipline of the candidate.

By no later than November 15: Dossier due to Chair/Director

The candidate must submit a third-year dossier to include:

- A preliminary third-year faculty activity report
- An updated curriculum vitae,
- A letter that summarizes the candidate’s accomplishments at SMU,
- Peer teaching review report (NOTE: The peer teaching review is to be completed during the candidate’s second year. Members of the candidate’s faculty review committee are expected to evaluate a candidate’s teaching as part of the third-year review process by visiting at least two classroom sessions and by perusing the candidate’s course evaluations.)
- Any supporting documents deemed appropriate by the candidate (publications, record or samples of creative work, reviews, CD-ROMs, etc.).

November 15-February 1: Committee Review

Committee members are expected to evaluate the candidate's research/creative productivity through evaluation of the *c.v.*, the summary letter, and supporting documents.

They are expected to evaluate a candidate's teaching by visiting at least two classroom sessions and by perusing the candidate's course evaluations.

Service is of importance, but the primary criterion of the review process is to ensure that the candidate has made substantial progress towards tenure in the areas of teaching and research/creative productivity, as defined by the Meadows School and the candidate's contract.

The primary consideration of the third-year review is that the candidate will have a strong case for tenure at the end of the next contract, assuming that the level of teaching and research/creative productivity continues to be of the highest quality.

By no later than February 1: Committee forwards its written recommendation to Chair/Director

Individual letters from committee members are not required but may be requested at the discretion of the Chair/Director.

By no later than February 15: The Chair/Director forwards documentation to the Dean

The Chair/Director must submit documentation to include:

- Her/His written recommendation regarding reappointment
- The committee's recommendation regarding reappointment
- The Chair's/Director's annual review letters for the candidate
- The third year dossier
- Supporting materials, as needed.

By no later than May 31: The Dean notifies the candidate whether a new contract will be offered.