

Meadows Third-Year Review Policy (effective Fall 2026)

The Third-Year review process follows the parameters established in [University Policy 2.11.4](#). In Meadows, this review process is set up at the end of the fall of the faculty member's third year and is carried out in the subsequent spring semester. This timing is exactly halfway through the five-year tenure clock (i.e., halfway to the submission of materials for external review at the end of the fifth year). The purpose of this review is to determine, at the levels of both the faculty member's home unit (center, department, or division) and the Dean, whether they are making sufficient progress in their research/creative activities and teaching towards a successful tenure bid in their sixth year. **NOTE:** This is a school-level review; unless the faculty member appeals, there is no university-level stage.

At the end of their fifth semester (i.e., the fall of their third year), the faculty member will submit an expanded CV (generated in Interfolio FAR from their FAR reporting) **and** a 500-1000 word statement of progress in which they describe their primary achievements in both research/creative activity and teaching so far in their time at SMU. This material, along with other relevant documents gathered by the home unit and the Meadows Dean's office (including but not limited to annual review letters, the second-year teaching review, course syllabi and course evaluations), will be reviewed over the winter by a committee of tenured faculty from the home unit and from Meadows (see details below), as well as the chair of the home unit. In February of the third year, each committee member will observe the faculty member under review teaching at least one class session. The committee will then collectively ascertain the progress of the faculty member relative to the unit's established promotion and tenure standards and write a 300-600 word collective letter addressed to the home unit chair expressing their judgement of the faculty member's progress.

The home unit chair will then review this collective letter, and the other case documents, and write a 300-600 word letter addressed to the Dean expressing their judgement of the faculty member's progress. The Dean will then review this letter, and the other case documents, and write a 300-600 word letter addressed to the Provost expressing their judgement of the faculty member's progress. This letter will be forwarded to the Provost regardless of the decision.

If the judgement is positive, the chair will inform the faculty member of the decision, and the terms of the "back end" of their probationary period detailed in their initial appointment letter will go into effect. A renewal contract will be generated, and the Dean's letter will go into the faculty member's permanent faculty records for inclusion in their tenure case. In addition, any tentative agreement regarding a research leave in the fourth year will be honored.

If the judgement is negative, the chair will inform the faculty member of the decision and offer them a one-year terminal contract for the following academic year (as detailed in their initial appointment letter). In addition, any tentative agreement regarding a research leave

in the fourth year will be void; unless other arrangements are negotiated, the faculty member will be required to teach a normal course load both semesters as a condition of the terminal contract.

If the faculty member disagrees with the judgement, they have 21 days to appeal to the Provost. The Provost's judgement after hearing this appeal is final.

Meadows Third-Year Review Timeline

March or April (of Second Year): Faculty candidate meets with chair and Associate Dean to go over the process and expectations

Mid-November (of Third Year): Review committee of at least three tenured faculty formed (including one from outside the division), and meets with chair and Associate Dean to go over the process and expectations

Mid-November: Third-Year review case opened in Interfolio

Early December (Reading Day): Faculty candidate uploads the following into their case in Interfolio:

- A 500-1000 word statement of progress (in research/creative work and teaching)
- An expanded CV with details for each research/creative work event, publication, etc (as generated in Interfolio FAR)

Early December (Reading Day): Faculty Affairs Coordinator completes upload of all relevant faculty documents to Interfolio:

- Annual review letters
- Second year teaching review
- Course syllabi (from Simple Syllabus)
- Course evals

Mid-December (Finals Week): Materials made available to review committee in Interfolio

Mid-January: Faculty candidate uploads spring course syllabi and available February dates for teaching observations to Interfolio

February: Faculty review committee members each observe at least one class session taught by the faculty candidate (**NOTE:** *they do not need to observe the same class session*)

Late February - early March: Faculty review committee meets to discuss candidate and writes joint recommendation letter to unit chair

late March: Unit chair writes recommendation letter to the Dean

early April: Dean writes recommendation letter to Provost (**NOTE:** *Provost's office must receive notification letter from the Dean by **April 15***)

early April: Chair notifies faculty member of judgement in writing