1. **When the review is conducted:**
The department of communication studies typically conducts the third year reappointment review for tenure track faculty at the end of fall semester of the third year of tenure track. If time permits to conduct meetings in early January the review can be conducted at the start of spring.

2. **How the review is conducted:**
   The reporting and departmental decision making process is designed to parallel as much as possible the formal tenure and promotion review at five years. The candidate will provide the tenured faculty of the department (the committee) with a dossier including the materials listed below. These required materials will be available for review by the committee for at least a week. A committee chair will call a meeting or series of meetings in which discussion, deliberation, and vote will occur. The head will recuse herself/himself during deliberations and vote but will be present during the discussion.
   
   The chair will provide the head with notes from the meeting as well as a count of votes for or against. The notes will provide a detailed and clear review and any specific recommendations to strengthen the record as the candidate moves towards the point of review for tenure and promotion. In accord with college practices, and with reference to the committee vote, the head will make the final recommendation to approve or disapprove reappointing the candidate for the remainder of the tenure track process.
   
   If the decision is to approve reappointment then the head provides a detailed account of the dossier review and particular attention will be paid to providing the candidate with specific advice for progressing towards the tenure and promotion review process normally at the end of year five. This advice will be based on a combination of input from the committee and the head.
   
   If the decision is to not approve reappointment then the head follows university due process and both meets with the candidate to report the results and provides a registered letter to this effect in accord with university requirements and timeline.

3. **The materials required:**
   The template of the tenure and promotion process should generally be used to organize the reporting of progress towards promotion and tenure at the 3rd year review point. This will be incomplete in several ways (some of the supporting documents, faculty and head review sections, external reviews, etc.) but is designed to help the 3rd year review candidate to organize their reporting and descriptions in the format and style of the actual T&P template.
   
   The College of Arts & Sciences Reappointment Review guidelines (revised 8/31/2011) provide the following guidance to the candidate: “This dossier is not as extensive as those prepared for tenure and promotion, but the preparation of this document should serve as the beginnings of a future tenure and promotion dossier. At a minimum, the dossier should include the following items: brief narratives from the faculty member about their achievements in the areas of teaching, creative activities or research, and service; appropriate
documentation of activity in each of these areas; peer teaching evaluations; and curriculum vitae.”

The Department of Communication Studies asks the candidate to provide the following documentation, which slightly exceeds the College minimum requirements:

- Preliminary narratives (1-2 pages) for teaching (including reflective statement on steps taken to develop/improve teaching), research (including any grant activity), and service (including engaged/community activities where appropriate) are included in the template form.
- Peer teaching evaluations should be included so far as well as complete student teaching scores for the summary items (final item beginning fall 2007). Note the percentage of positive, neutral, and negative comments and include a representative sample of comments.
- Course syllabi and samples of course materials such as student assignments should be included.
- All publications should be included as supporting documents.
- Current Vita

4. The evaluation criteria:

The committee of tenured faculty will use the following questions to discuss, deliberate, and vote on the third year appointment dossier:

- Does the dossier indicate that the candidate is likely to meet the criteria for a successful record of teaching at the time of tenure and promotion (appropriate scores, positive peer reviews, innovation, improvement, departmental contribution, etc.)?
- Does the dossier indicate that the candidate is likely to meet the criteria for a successful record of research/scholarship at the time of tenure and promotion? This would normally be shown through a record of scholarly presentations and some success in acceptance for publications consistent with three years of progress towards tenure and promotion. In accord with the departmental tenure and promotion guidelines, the faculty member should clearly be producing a record of scholarship that is ongoing, regular, independent and programmatic, as well as being significant to the department and the discipline. If the faculty member is hired on a profile 1 workload, there should be a track record of development towards seeking and securing external funds with, substantial promise of securing funding at the time of tenure and promotion.
- Does the dossier indicate that the candidate is likely to meet the criteria for a successful record of service primarily to the department and to the discipline (some departmental and disciplinary leadership, involvement/engagement at college and university levels, community engagement/outreach where appropriate)?
- What specific strengths and weaknesses in the areas of teaching, research, and service are evident in the candidate’s progress toward tenure and promotion?
- What specific advice would you give the candidate to help them achieve a successful scholarly record at the time of tenure and promotion?