

THIRD YEAR REVIEW GUIDELINES

College of Human Environmental Sciences
University of Missouri

The College of Human Environmental Sciences, University of Missouri, establishes the following procedures and criteria for the third year review. These procedures and criteria are consistent with guidelines established by the University.

I. Third Year Review Committee Membership

The Third Year Review Committee in each H.E.S. department/school will consist of all tenured faculty or an elected Promotion and Tenure committee made up of tenured faculty, except the department chair or school director. The committee chair will be elected annually by the tenured faculty.

II. Departmental/School Review Process

A. During the Fall Semester of the third year of service (or the third year counting on the "tenure clock" for faculty counting years of service at other colleges or universities), the faculty candidate will submit the following materials to the departmental Third -year Review Committee:

1. An updated Curriculum Vitae
2. Evidence of Research/Scholarship

Appropriate documentation includes copies of:

- refereed publications, other research publications/presentation, invited presentations (refereed)
- grant proposals that have been funded,
- books,
- book chapters,
- research awards received,
- correspondence/reviews from journal editors or jurors,
- feedback from collaborators extramural grant funding (peer reviewed), submitted, prepared, approved or funded,
- juried exhibitions,
- provide acceptance rate of the publications,
- provide specific percent of authorship on publications.

3. Documentation of teaching activities and accomplishments

Teaching is defined broadly and includes classroom instruction, research advising of undergraduate and graduate students, academic advising, supervision of students in practica and field training experiences, and extension teaching.

- a. Teaching effectiveness. More than one form of documentation must be included.

Appropriate documentation includes:

- evaluations by students or other participants (required),
- teaching awards,
- peer evaluations by other faculty members (see attached peer evaluations guidelines),
- evidence of practica, field training, problems, readings involvement,
- use of program or resources materials by others
- teaching portfolio.

- b. Advisement of graduate research projects. Includes competency to direct meaningful research projects and field experience projects.

Appropriate documentation includes:

- number of graduate student committees,
- number of masters and doctoral advisees,
- publications/presentations with graduate students,
- number of independent studies or research practica supervised.
- comments from committee chairs/members on the quality of faculty contributions.

- c. Contributions to the departmental/school curriculum and to specific course curriculum and/or extension programming.

Appropriate documentation includes:

- course syllabi,
- evidence of course development and/or revision,
- development of practica and/or internships,
- evidence of responsible participation in departmental/school curriculum endeavor,
- leadership/participation in extension program development processes..

- d. Academic advising of students.

Appropriate documentation includes:

- alumni surveys,
- number of undergraduate advisees,
- feedback from recent alumni,
- student evaluations.

4. Service

A description of the faculty member's role in service activities should be summarized and dated. Evidence should include names, dates, location of presentations, committee names, journals reviewed for, etc.

Examples of service activities:

- a. Institutional service includes:

- departmental, divisional, campus, and university-wide committee assignments,
 - guest lecturing,
 - advising student organizations.
- b. Professional service includes:
- participation in professional organizations and their function (meetings, symposia, seminars, committees) at the local, state, regional and national levels,
 - journal editing, editorial board membership, ad hoc manuscript reviewing.
 - contribution to the substance or process of technological communications.
- c. Public service includes:
- participation in programs, meetings, and/or committees at the local, state, regional, national or international levels,
 - assistance and consultation to organizations, groups and individuals.

III. Procedure

- A. The faculty member shall submit the documentation outlined in Section II to the department/school Third-Year Review Committee members no later than February 1 of the third full year of service.
- B. The Review Committee members shall review the materials and consider the strengths and the areas that need improvement. As an option, the department may request an informal review by the Human Environmental Sciences Promotion and Tenure Committee.
- C. The Review Committee members shall meet with the faculty member to discuss the strengths, areas needing improvement, and to clarify any questions of the faculty member.
- D. The Committee will write the review letter to the faculty member with a copy to the chair to include the strengths, areas needing improvement, and a recommendation regarding continuation of employment. This letter shall be a part of the faculty member's dossier for tenure.