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Faculty who are granted years toward tenure at time of hire, need to be advised that those years must be part of the Third Year Review. If a faculty member is hired with three years of credit toward tenure, they may undergo Third Year Review as part of the hiring process, immediately upon arrival, or after one year of service at FAU. These options need to be discussed and agreed upon at the time of hire.

3. ePortfolio Materials

Using the University Promotion and Tenure ePortfolio Preparation and the Promotion and Tenure ePortfolio Guidelines for Tenure Track Faculty Memorandum as a guide, the guidelines need to specify materials that need to be included in the Third Year Review Portfolio. At a minimum, these must include:

- € Up-to-date Vita
- € Copy of Annual Assignments
- € Documentation on instructional activities, including data from SPOT and peer evaluations
- € Documentation on scholarship, research and/or other creative activities
- € Documentation on assigned service and/or administrative activity
- € Department/school/college criteria
- € Annual employee performance evaluations

It is the responsibility of the employee to prepare the ePortfolio materials in the manner specified. All materials should be uploaded into the case created for them in Interfolio Review, Promotion, and Tenure (RPT). All candidates will be notified via email once a case has been initiated.

4. Levels of Review

The guidelines need to specify how the Third Year Review will process at each level – department/school, the college, and the Dean. It will be the responsibility of the Dean to initiate the Third Year Review process and set deadlines for submission of a date

At each level of review, those individuals who will be involved in the evaluation of the candidate's progress towards tenure must be specified. Relevant criteria for promotion and tenure must be used to evaluate the candidate's record and should include consideration of annual assignments and performance evaluations. The guidelines must specify the individual who will compose the evaluative summaries at each level and the method for sharing this information with the faculty member. The faculty member must receive a written review with a copy retained by the department/school/college.

Further, if materials are added or changed by anyone, the candidate must be notified and given five (5) days to respond. The candidate may attach a brief response within 5 days of the receipt of the added material. The ePortfolio cannot move forward for 5 days after the candidate has

