

Woody L. Hunt College of Business Third-Year Review Policy

Departments shall review each tenure-track faculty member's progress toward promotion and tenure during his/her third year of the probationary period at UTEP. Each faculty member who is subject to this policy shall submit a third-year review portfolio no later than January 31 of his or her third year. Following the submission of the portfolio to the department chair, the department will convene a committee of the faculty member's peers (all tenured faculty in their Department) to review the portfolio and make a recommendation to the department chair. If a department has less than three tenured faculty members to serve on the committee, then the department chair, in consultation with the Dean, will appoint one or more tenured faculty members from other departments in the College to participate in the committee deliberations.

Purpose and Outcomes

While the purpose of a third-year review is largely developmental in nature, one of the following three recommendations are possible:

1. We see a way forward; the faculty member is currently meeting expectations and must continue their efforts to meet or exceed expectations at tenure and promotion time. Meeting the minimum expectations is never a formula for success at tenure time or for career purposes. Suggestions for improvement must also be provided to the faculty member, the department chair, and the dean.
2. We see a way forward; however, the faculty member must show substantial improvements in one or more areas to meet expectations at tenure and promotion time. Suggestions for improvement must also be provided to the faculty member, the department chair, and the dean.
3. We do not see a way forward; the faculty member is not currently meeting expectations, and we do not see how expectations can be met at promotion and tenure time.

After the faculty committee submits its recommendation, the department chair forms her/his own recommendation. Both the chair's and the committee's recommendations will be communicated to the dean (including the submitted materials and the list of suggestions).

Normally, the faculty member is informed of the recommendation made by the faculty committee, the department chair, and the dean no later than April 30 of the same year.

Procedure and Materials

All information in Faculty Success must be updated before the submission of the portfolio. The portfolio shall include three sections in addition to an updated CV. All information must be shared with the department chair no later than January 31 of a faculty member's third year at UTEP. The information must be shared in a single PDF portfolio document sent via e-mail or transmitted in a digital format. The minimum expectations for each section of the portfolio are as follows:

1. Updated CV: the CV must be structured in a conventional academic manner with complete citations of all published papers.
2. Research:
 - a. A research statement that discusses research interests, past successes, and future direction(s). This would be an appropriate place to discuss the faculty member's research domain and how each paper fits in this domain. The faculty member may also include information to highlight their successes in this section.
 - b. A complete list of all publications and a pdf copy of each one. The article copy must be from the actual journal, not in MS Word format.
 - c. A complete list of all accepted or forthcoming publications with accompanying MS Word files or proofs you received from journals. Decision letters from the editors of the respective journals must be included to clearly show that each paper has been accepted for future publication. If the decision letters or messages are not included, the paper will be not be considered as accepted.
 - d. A complete list of all papers under submission (first-time submission) and in revise and resubmit (R&R) status. Please include each paper's complete history and supporting documentation, including reviews and decisions from previous submissions to this or other journals. Having a complete history or record of each paper that has not been published is very important. You must also include the most recent version of each manuscript.
 - e. A complete list of all papers/projects under development and information regarding the stage of development (e.g., data collection complete, revising manuscript for submission, etc.), including expected submission dates and target journals.
 - f. Any other information that you would like to include.

For all the above journals, please include the most recent 1-year and 5-year Impact Factor scores and ABDC journal rankings.

3. Teaching:
 - a. A teaching philosophy.
 - b. A list of all scholarship of teaching activities or papers (journal articles, conference presentations on teaching, etc.).
 - c. A complete list of all classes the faculty member has taught at UTEP and corresponding syllabi. Each syllabus must clearly show learning objectives and corresponding activities and assessments.
 - d. All assessments (i.e., exams, quizzes, etc.) used in each of your courses, grading rubrics, and examples of feedback provided to students.
 - e. Complete descriptions of all assignments and projects undertaken by students in each class.
 - f. Two peer reviews of teaching.
 - g. A summary table, which shows teaching evaluations for each course (overall course and overall instructor), the number of students enrolled in each course, and the number of students who completed the evaluations.
 - h. The GPA of the grades awarded in each course the faculty member has taught must also be included in the table above.

- i. A copy of each end-of-semester formal student evaluations for each course with all comments made by students.
 - j. Evidence of excellent work from students.
 - k. A narrative regarding new and innovative activities or other elements the faculty member incorporated in their classes over the past three years.
 - l. A list of all teaching development activities that s/he was actively involved at UTEP and elsewhere over the last three years (e.g., participated in a webinar offered by Pearson that explored the use of simulations in the international management course; the faculty member must include as many details as possible and some form of evidence).
 - m. Teaching awards or recognitions the faculty member received while at UTEP.
 - n. Any other information that s/he would like to include.
4. Service:
- a. A statement that discusses the impact the faculty member has had or made in activities s/he has undertaken at the department, college, University, and discipline levels.
 - b. A list of all service-related activities at the department, college, and University level, emphasizing those activities performed at UTEP. Each activity must be accompanied by an explanation regarding its significance, who benefited from this activity besides the faculty members themselves, and the exact role the faculty member played.
 - c. A list of all professional or discipline-related activities (service on academic organization committees, participation in conferences at the reviewer and chair level, etc.).
 - d. A list of all community-related activities, such as serving on boards and collaborating pro-bono with non-profit organizations, with clear explanations of how each activity is linked to Hunt College's mission and how it might be linked to the region's economic development, directly or indirectly.
 - e. A list of all ad-hoc review duties and all editorial board activities.
 - f. Any other information that you would like to include.

The above represents the minimum information the department expects to review as part of the portfolio. The aim of the faculty member should be to provide clear and concise information that would be straightforward for the reviewers or colleagues to understand and form a recommendation regarding the faculty member's progress at this juncture.

If there are any questions or the faculty member would like to discuss any matter related to the third-year review, s/he must contact the department chair as soon as possible. It is strongly recommended that all new faculty members in the department assemble the documents necessary for this review as soon as their first semester at UTEP.