

## Third Year Review Guidelines

Effective AY 2014-2015 and forward, The Third Year Review process will be conducted fully online. Eligible faculty will access the portal using the following link <https://facultyprocess.fiu.edu> and should login with their AD credentials (e.g., [username@fiu.edu](mailto:username@fiu.edu)) and password.

### A. General Information

1. Applicants are encouraged to submit concise documentation for the Third Year Review process. In-depth supporting files are not required at this point in the process.
2. Once a Third Year Review appraisal is submitted (chair, department, dean), the department chair is notified and has 3 days to inform the candidate of the results. After 3 days, the candidate is notified and has 5 days to submit a rebuttal. The system pauses for five days to allow the candidate to submit a rebuttal (should they choose to do so). These five days are automatically allocated and cannot be bypassed once the process has been initiated. Once five days have passed since the submission of the appraisal, the file subsequently progresses to the next stage of review.
3. When the file is released for departmental review, it is electronically locked and the candidate can no longer add material. If material is subsequently added to a file it must be done through a gatekeeper (including any rebuttals). At the departmental review stage that gatekeeper is the department chair. Subsequent gatekeepers include the Dean's office and the Office of the Provost.

### B. File Content

1. Curriculum Vitae: in FIU format (see [Tenure & Promotion CV Template](#))
2. A list of courses taught (include thesis and dissertation committees with a brief statement outlining role in student mentoring)
3. A 1-3 page description of the applicant's goals and a work plan for the remaining 2 years of tenure-earning status
4. Copies of annual evaluations
5. Any supplemental materials pertaining to scholarship (e.g., copies of publications, external grant proposals) that are deemed important in supporting the candidate's application
6. Third year review appraisals from the Department Committee, Chair and Dean