**JACKSONVILLE STATE UNIVERSITY**

**Third Year Review Form**

The purpose of this form is to provide feedback and general guidelines to prepare portfolios for promotion and tenure. The form should be completed by the department head, retained in the faculty member’s personnel file, and a copy sent to the Provost’s office.

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| Review Date: |       |

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| --- | --- | --- | --- | --- | --- |
| Name: |       |  |       |  |       |
|  | (Last) |  | (First) |  | (Middle) |

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| --- | --- | --- | --- |
| School: |       | Department: |       |
| Department Head: |       |

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| --- | --- | --- | --- | --- | --- | --- |
| Current JSU Rank: |       | First Employed by JSU | Sem: |       | Year: |       |
| Years in Current Rank | JSU: |       | Other: |       |  |
| If other, where? |       |

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| --- | --- | --- | --- |
| Contractual Promotion Credit? | [ ]  Yes [ ]  No | Years toward Promotion: |       |
| Contractual Tenure Credit? | [ ]  Yes [ ]  No | Years toward Tenure: |       |

The criteria below represent the minimum standards for ***application*** for tenure and/or promotion at Jacksonville State University. **Meeting these standards at the third-year review does not guarantee promotion or tenure.** The third-year review is primarily to evaluate progress toward tenure and initial promotion. However, it is important for tenured faculty applying for promotion to understand the criteria and for the department head to evaluate progress toward promotion.

Reference the JSU *Faculty Handbook* for detailed information regarding sources and evidence for each area.

1. **Teaching/Advising/Professional Effectiveness of Librarians**

      Evidence of teaching quality, curriculum development/engagement, professional development, advisement activities, honors/awards, and professional effectiveness of librarians. Copy of departmental/school policy defining teaching/advising/professional effectiveness should be reviewed. Refer to information on teaching/advising/professional effectiveness within the *Faculty* *Handbook*, *Section 2.4.3, 2.4.4, and 2.4.5 (if applicable).*

 Summary of evidence:

1. **Scholarly/Creative Activity**

      Evidence of scholarly/creative activity as defined by discipline and appropriate for rank. Copy of departmental/school policy defining scholarship should be reviewed. Refer to information on the Boyer Model within the *Faculty* *Handbook in Section 2.4.6*.

 Summary of evidence:

1. **Service/Community Engagement**

      Evidence of service to include activities related to the department/school, University, the profession, and the community when related to discipline. Evidence of Community Engagement includes activities such as research studies of partnerships, documentation of community response to outreach programs, or other evaluations or studies of impacts and outcomes of outreach or partnership activities that have led to scholarly reports, policies, academic and/or professional presentations, publications. Some of these examples can also reflect scholarly activities. Refer to the *Faculty Handbook, Section 2.4.7.*

 Summary of evidence:

1. **Collegiality**

      Evidence of a willingness and ability to work effectively with colleagues to support the mission of the university and the common goals of the academic unit. Refer to the *Faculty Handbook, Section 2.4.9.*

 Summary of evidence:

The above criteria have been discussed with the faculty member and guidance provided, where needed.

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| Applicant |  | Date |

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| Department Head/Supervisor |  | Date |

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| Dean |  | Date |

cc: Provost and SVPAA