THIRD-YEAR REVIEW (TYR)
INFORMATION AND FORM FOR TENURE-TRACK FACULTY MEMBERS

1. This document provides information on the Third-Year Review (TYR) process for early career faculty on tenure track at the Yale-NUS College.

2. The TYR process at College is an interim review process for tenure track faculty members, with a view to working towards the P&T process. It presents an opportunity for faculty members on the tenure track to update the College on their teaching, research and service activities since they joined the College. For early career faculty, the TYR supplements the Annual Review for all faculty members. The TYR process is used to assess early career faculty for contract renewal, but it is also a key mentoring moment where faculty receive feedback on their trajectory toward tenure and other professional advice.

3. The TYR, however, does not replace the College’s Promotion and Tenure (P&T) process, which will ultimately determine if tenure track faculty are tenured at the College.

4. Applicants for TYR and contract renewal should submit their dossiers by October 1. Applicants are encouraged to discuss preparing the dossier with their faculty mentors, Divisional Director, and/or with the Associate Dean (Faculty Development).

5. The TYR process is timed so as to provide early career faculty members with a window of about one year to find another position if their contract is not renewed.

6. The TYR dossier must include the materials listed below:

   i. A current CV.

   ii. A narrative commentary on teaching since joining the College. This teaching statement is a reflective essay about your teaching philosophy and practices; that includes concrete examples of the ways in which you enact these practices in the classroom. The statement should include a description of your evolution as a teacher. It should include concrete examples of such things as innovations, challenges, and pedagogy; mentoring and student advising; examples of research being incorporated into your teaching; and a discussion of ways you have contributed to the common curriculum and Major(s) programs. You should conclude with a description of your future goals and aspirations in teaching and advising. (maximum 2-3 pages, single-spaced)

   iii. A statement of your research interests and accomplishments, highlighting your research focus, the place of your research in your field, the contributions you have made and hope to make, and the quality and independence of your work. You should also indicate which parts of your scholarship are attributable to work
conducted since joining the College, and an outline of your research plans for the remaining time to tenure. (maximum 2-3 pages, single spaced)

iv. A bullet point listing of service and advising activities since joining the College, both within the College and in the wider academic and professional communities. (maximum 2-3 pages, single spaced)

v. An appendix containing:
   i. Samples of your published work, which may include works in progress (maximum of 3 samples).
   ii. A statement of your relative contributions to co-authored projects.
   iii. Copies of all student course evaluations and teaching-related documents such as syllabi.
   iv. Copies of peer teaching reviews or evaluations.

7. The materials should be submitted online via the Third Year Review portal at https://faculty-review.yale-nus.edu.sg before the due date (1 October). The relevant Divisional Third Year Review Committee will access and view these materials through the online system.

8. The College’s Divisional Third Year Review Committees will normally be chaired by the Division Director and two other senior faculty members from the College, selected by the Dean of Faculty. The DoF may add an external expert (from Yale, NUS or another institution) to the Divisional TYR Committee or share the early career faculty member’s dossier with an external expert for advice if recommended by the Chair. Divisions may have more than one committee, and may be chaired by someone other than the Divisional Director. The memberships of these committees will be submitted to and approved by the EVP (AA). The Chair(s) of the TYR Review Committee(s) may also consult with the Head of Studies within the relevant major or with the Director of the Common Curriculum as is relevant.

9. The Divisional TYR Committee will meet with the candidate to discuss the dossier.

10. Following the deliberations of the Divisional TYR Committee, a representative, normally but not necessarily the Chair, will submit a report on the faculty member’s progress to the College’s Appointments Committee.

11. The Appointments Committee may also invite the Chair and/or the representative of the Divisional TYR Committee to make a presentation on the Divisional TYR Committee’s report.

12. The Appointments Committee may decide to share the early career faculty member’s dossier with the provosts of Yale and NUS for feedback relating to progress towards promotion and tenure.

13. The Appointment Committee’s recommendation on contract renewal will be submitted to the Executive Committee (EXCO) of the Governing Board for endorsement.
14. Following the EXCO’s endorsement, the College’s formal decision regarding contract renewal and feedback will be provided to the faculty member by the Dean of Faculty.

15. An indicative schedule of the TYR process is given below. Note that the schedule may vary according the schedules of the reviewing parties.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Oct 1</td>
<td>Submission of materials by candidates.</td>
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<tr>
<td>Nov</td>
<td>Submission of reports by Divisional TYR Committee Chair.</td>
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<tr>
<td>Late Nov/Early Dec</td>
<td>Appointments Committee to consider Divisional TYR reports.</td>
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<tr>
<td>Dec/Jan</td>
<td>Consultation with Provosts. Appointments Committee to draft Committee’s report.</td>
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<tr>
<td>Early Jan</td>
<td>Approval from EXCO for contract renewal.</td>
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<tr>
<td>Late Jan</td>
<td>Dean of Faculty to convey outcomes to candidates.</td>
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<tr>
<td>Feb</td>
<td>HR to issue new contracts</td>
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16. The Dean will convey the outcome of the TYR to the candidate, together with advice or guidance from the Review Committee and the Appointments Committee about the candidate’s career progress. The candidate can view a full report on the TYR portal and will be required to acknowledge the feedback they receive after their conversation with the Dean of Faculty. Candidates are encouraged to share the feedback with their mentors and to seek their support in career development.

17. Queries regarding the TYR process may be directed to the appropriate Divisional Director or to the Associate Dean (Faculty Development).

------- END OF INFORMATION SECTION. SEE OVERLEAF FOR FORM -------