

LECTURERS CHECKLIST FOR CoMC THIRD-YEAR REVIEW DOSSIER 11.24.23

Document	Who provides?	Additional instructions	Deadline
Cover page	Candidate	Included in dossier template	
Third-Year Review Committee Report (dossier template includes placeholder for initial submission)	3-person committee appointed by chair	This letter reports the outcome of the review by 3-person committee appointed by chair. Committee adds it to the dossier before submission to all tenured faculty in candidate's department.	3.1.24
Report of departmental tenured/cont. appt. faculty vote (dossier template includes placeholder for initial submission)	Chair of 3-person committee	This can be a brief memo from the committee chair reporting the outcome of departmental tenured/cont. appt. faculty vote. Committee chair adds it after the departmental 3-year review meeting.	~3.8.24
Department chair's report (dossier template includes placeholder for initial submission)	Department chair	This is the chair's brief response to the committee report. It is added to the dossier after the vote of all the other tenured/cont. appt. faculty in candidate's department.	3.31.24
Dean's letter (insert placeholder)	Dean	This is the dean's recommendation	4.14.24
Vita	Candidate	Include in initial dossier	1.31.24
Candidate's original offer letter (with salary redacted)	Candidate	Include in initial dossier	1.31.24
Basic Information	Candidate	Include in initial dossier (see Item 3 in Texas Tech OP 32.01B for template)	1.31.24
Applicant's summaries (20 pp max): <ul style="list-style-type: none"> • <u>Teaching</u> (include narrative statement, peer observations summary, one-page summary of evaluation scores, and excerpts from student comments) • <u>Service</u> (include narrative statement, followed by optional supporting information) 	Candidate—consult with chair and ADAF regarding optional supporting information	Include in initial dossier	1.31.24
Annual reports, chair evaluations, and third-year review	Candidate	Include in initial dossier, in reverse chronological order— Note: When the dossier is submitted to committee on Feb. 15, it needs to include the chair's evaluation (final signed version) for the most recent calendar year, 2023.	1.31.24
Unsigned ballot comments (dossier template includes placeholder for initial submission)	Chair	Chair will add when available	~3.15.24