DEPARTMENTAL GUIDELINES

FOR FACULTY USE

IN

PREPARATION OF

PROMOTION & TENURE DOCUMENTATION

Adopted by the CASNR Administrative Council
and CASNR Tenure & Promotion Committee
May, 2007, [Rev. August, 2010, 2012]

Preparation of Promotion and Tenure Documentation

GENERAL INFORMATION: (use as a check list)

THE STYLE AND FORMAT MUST BE FOLLOWED. DOSSIERS NOT CONFORMING TO THIS WILL BE RETURNED WITHOUT EVALUATION.

1. Use Times New Roman font. Make sure that all materials (except for the letters of support) are in the same font type.

2. Headings should be in 14-point bold font and all capitals.

3. Text should be in 12-point font and not bolded.

4. Letters of support
    a. Solicit and include a **maximum of 10 letters**. The choice of potential reviewers should be made by the department chair from a diverse list developed by the candidate in consultation with the department chair.
    b. Letters should represent a cross section of the candidate's discipline from peer academic institutions. At least three outside reviewers should be selected from among TTU's national peer institutions, whenever possible, and most of the external reviewers should be personally unacquainted with the candidate. A list of national peer institutions is on pp. 82 of Texas Tech University's 2010-2020 Strategic Plan. http://www.ttu.edu/stratplan/docs/Making-It-Possible-Strategic-Plan-2010-Texas-Tech-9-21-10pdf.pdf
    c. Do not solicit letters from current students.
    d. Letters should be on letterhead stationery and signed by the author or at the least they should indicate the professional affiliation (current or past) of the author. Letters may be submitted electronically in PDF format as long as they carry a letterhead and/or author's professional affiliation and are signed.
    e. ALL letters received should be included in the dossier.

5. All materials should be included in a 3-ring notebook with labeled dividers.

6. Dividers used to separate sections should be labeled as follows:

    a. Dean's Evaluation
    b. Academic Unit Evaluation
    c. Curriculum Vita
    d. Letters of Support
    e. Professional Information
    f. Summary of Teaching Effectiveness
    g. Summary of Research/Creative Activity

h. Summary of Professional Service
i. Faculty Annual Reports with Chairperson Assessments

7. Publications must be rated from 0 to 5 or S by the chair as follows:
   5 = Outstanding recognition in field, highly prestigious, refereed.
   4 = Highly respected in field, refereed.
   3 = Good reputation, selective in publication, refereed.
   2 = Average, fairly easy to publish in, typically refereed.
   1 = Below average publications, not discriminating on articles published.
   0 = Not to be counted as publication.
   S = Special publication not ranked above.

8. All documentation, including publications, must be presented in chronological order with the earliest presented first and progressing to the most current.

9. For the summary sections – be sure that you are summarizing – not presenting again the same materials included previously!

10. **For Promotion and Tenure consideration**: This should be your entire career documentation.

11. **For Promotion only**: Include information **since last promotion only** with the following exceptions:

    a. In the summary sections: provide summary information since last promotion AND career total numbers for:

       i. Number of graduate student~~s~~ programs chaired or co-chaired and numbers of graduate committees on which you served.

       ii. Dollars of grant support generated. For awards received since being at TTU, this must be those dollars attributed to the candidate only and should match the Office of Research Services report. However, the total grant amount should also be included. Include funded and pending grants only. Do NOT include unfunded grant proposals.

       iii. Gifts-in-Kind obtained or other recognized sources of support.

       iv. Publications that are published or in press (books, refereed journal articles, technical publications). Do NOT include publications in review.

See attached example dossier outline for preparation of promotion and tenure documentation.

(Cover letter)

Departmental letterhead

Date

Department/Unit Chair
(address)

Dear ____:

The following documentation is respectfully submitted in support of my request to be considered for tenure and promotion to Associate Professor. I have prepared and reviewed the contents of my dossier which are enclosed. Thank you for your consideration of this request.

Sincerely,

(Candidate)

(Cover page)

APPLICATION FOR PROMOTION AND TENURE

[APPLICATION FOR PROMOTION]

Submitted by

Candidate's name
Assistant Professor
[Associate Professor]

Department of _____
Texas Tech University

Fall 20XX

_____

Last Name First Name Middle Name(s)

Consideration for: Tenure _____ Promotion _____

Candidate elects to be evaluated by the following tenure policy (select one):

_____Tenure policy in effect at time of hire

_____Tenure policy in effect at time of last promotion (promotion dossiers only)

_____Tenure policy that is currently in effect

(This page is part of Attachment B of OP 32.01)

RECOMMENDATIONS

EVALUATOR	TENURE	PROMOTION
Department Committee (ballot count)	Approve _____ Disapprove _____ Abstention _____	Approve _____ Disapprove _____ Abstention _____
Department Chairperson (signature)	Approve _____ Disapprove _____	Approve _____ Disapprove _____
College or School Committee (ballot count)	Approve _____ Disapprove _____ Abstention _____	Approve _____ Disapprove _____ Abstention _____
Dean of College or School (signature)	Approve _____ Disapprove _____	Approve _____ Disapprove _____
Dean, Graduate School (signature)	Approve _____ Disapprove _____ Abstention _____	Approve _____ Disapprove _____ Abstention _____
Provost & Senior Vice President (signature)	Approve _____ Disapprove _____	Approve _____ Disapprove _____
President (signature)	Approve _____ Disapprove _____	Approve _____ Disapprove _____

(This page is part of Attachment B of OP 32.01)

(Divider Page)

DEAN'S EVALUATION

(Section A)

Letter of support from the Dean of the College and College Criteria for Tenure and Promotion

Dean's Recommendation:

The dean should submit in this section of the dossier a letter to the PSVP indicating the basis of the recommendation for the candidate. At the time the dossier is submitted to the PSVP, the candidate should also be provided information regarding the dean's recommendation.

CRITERIA FOR TENURE AND PROMOTION
TEXAS TECH UNIVERSITY
COLLEGE OF AGRICULTURAL SCIENCES AND NATURAL RESOURCES

I. The mission of Texas Tech University and of the College of Agricultural Sciences and Natural Resources encompasses three primary areas: teaching, research and creative activity, and professional service. All faculty members of the College of Agricultural Sciences and Natural Resources are expected to participate and be productive in teaching, research and creative activity, and professional service. A faculty member should be fully cognizant of this threefold mission and most importantly of the fact that acceptable levels of performance in each of the three areas will be required for tenure and promotion. Because of the diversity of appointment status and time commitment in the College, it is virtually impossible to establish "quantitative specifications" that are applicable to each and every individual; rather the expectation is that each individual will clearly demonstrate competency in each of the three primary areas of teaching, research and creative activity, and professional service in line with their specific appointment. The candidate should develop a clear understanding with the department chairperson at the time of appointment to a tenure track position concerning the relative amount of time to devote to teaching, research and creative activity, and professional service.

II. The criteria in this statement shall serve as the basis for the evaluation of individual faculty members in the College of Agricultural Sciences and Natural Resources who have requested consideration for tenure and/or promotion. They also are guidelines by which individual faculty members may evaluate their personal progress toward eligibility for tenure and promotion and the preparation and presentation of the materials necessary for the tenure and/or promotion consideration process. The candidate is expected to meet with the department chairperson at least once annually to assess his or her progress toward tenure and/or promotion. It is the responsibility of the individual seeking tenure and/or promotion to prepare the required vita and associated documentation for consideration. Evidence of accomplishments and

relative percentage time of appointment in research/creative activity and teaching should be clear and specific. Letters of support should be solicited by the department chairperson and limited to no more than ten. In cases where the faculty member under consideration has a split appointment with other units at Texas Tech University or other agencies, appropriate input will be solicited from senior faculty of that unit or agency as part of the review process. This input will be used to evaluate the balance and total contribution of individual faculty with split appointments.

III. Criteria for evaluation of individual faculty of the College of Agricultural Sciences and Natural Resources requesting tenure and/or promotion consideration are:

A. For Promotion to Associate Professor with Tenure

1. Teaching:

   a. Has demonstrated quality performance as an undergraduate and/or graduate instructor. Assessment is based on student-teacher evaluations, peer evaluations, student advising (undergraduate and graduate), advising of student organizations, coaching of students for competitive events, or other activities supportive of the educational goals of the College of Agricultural Sciences and Natural Resources.

   b. Has made positive contributions to Departmental, College, and University instructional program goals. Assessment is based on leadership, participation and contribution to teaching activities of the Department, College, and University.

   c. Has successfully directed graduate student programs. Assessment is based on number and quality of Ph.D. and Master's degree students advised and number of completed graduate degrees in line with relative percentage appointment in teaching and research/creative activity.

2. Research and Creative Activity:

   Results of research and creative activities to be considered for tenure and promotion must have appeared in refereed publications, juried presentations, or other professionally prestigious outlets. Also, evidence of the candidate's ability to plan, conduct, and generate external support for independent

research and creative activity must be provided. Interdisciplinary research is encouraged.

3. Professional Service:
   a. To University, College, and/or Department.
      Documentation of continued service to Texas Tech University, the College, and/or the Department must be presented (committee assignments and/or participation in Department, College, and University programs and/or activities).
   b. To public and profession.
      Documentation of continued involvement in professional public service, international activities, and/or service to the candidate's national professional societies must be presented.

B. For Promotion to Full Professor
   1. Teaching:
      Has demonstrated excellence in instruction and in direction of graduate student programs. Assessment is based on level of courses taught, student-teacher evaluations, student advising, leadership and contributions to teaching activities of the Department, College and University, and number of completed graduate degrees. Consideration of the number of graduate students directed and their completion record should be commensurate with the teaching/research appointment and the discipline.
   2. Research and Creative Activity:
      Has demonstrated significant independent and interdisciplinary research and creative activities which are documented by refereed publications, juried presentations, or other professionally prestigious outlets since promotion to Associate Professor. Establishment of a national reputation and recognition for scholarly competence should be documented with evidence of invitations to contribute to national and/or international symposia, consultantships, participation in national professional societies, continued professional development, and demonstration of success in obtaining extramural funding.

3. Professional Service:

   Documentation of leadership responsibilities to the academic community and the professional community is required.

4. Other Requirements:
   a. Possess what is considered to be the terminal degree of the profession.
   b. Provide assistance and guidance to the career development of junior colleagues.
   c. Promote the recognition and reputation of the Department, College, and University.

These College standards and procedures augment those of the University addressed in Operating Policy and Procedure Manual, OP 32.01. Some disciplines may choose to clarify further this document with an addendum in order to elaborate on specific examples of appropriate criteria for appointment, promotion, or tenure.

(Divider Page)

ACADEMIC UNIT EVALUATION

(Section B)

Letter of support from department/unit chair and departmental procedures

ACADEMIC UNIT EVALUATION

1. Department Chairperson's Recommendation:
   The department chairperson should submit in this section of the dossier a letter to the dean indicating the basis of the recommendation(s) for the candidate. At the time the dossier is submitted to the dean, the candidate should also be provided information regarding the recommendation.

2. Departmental Procedures:
   The department chairperson should submit to the dean and college committee tenure and promotion ballots and ballot comments for each candidate. The ballot comments should be separated from the ballots when submitted to the college.

(Divider Page)

CURRICULUM VITA

(Section C)

Curriculum Vita

1. Include a complete up-to-date vita with chairperson's rating of research and creative activity. After the applicant's submission to the department, the department chairperson must evaluate the reputation of the source publishing the results of the research, or standard for creative exhibition or performance, by placing a number in the left-hand margin of the curriculum vita, adjacent to each publication. The chairperson may use additional sheets for notes and explanations if necessary. Include only publications or activities that have occurred since the last promotion (or only rate publications/items since the candidate's most recent promotion at TTU). Only the applicant's summary and vita with chairperson's rating of publications or creative activity should be included for submission to the PSVP unless additional evidence is requested.

   The scale is to be used for publications with the following definitions:
   5 = Outstanding recognition in field, highly prestigious, refereed.
   4 = Highly respected in field, refereed.
   3 = Good reputation, selective in publication, refereed.
   2 = Average, fairly easy to publish in, typically refereed.
   1 = Below average publication, not discriminating on articles published.
   0 = Not to be counted as publication.
   S = Special publication not ranked above.

VITA
(All items should be listed in chronological order.)

Name
Address
Phone
Fax
E-mail

EDUCATION:

(Example degrees)

1965 B.S. University of Nebraska.. Landscape Architecture.
1975 M. S. Iowa State University. Agronomy. Minor: Animal Science.
1979 Ph.D. Louisiana State University. Animal Science. Minor: Agricultural Economics.

PROFESSIONAL EXPERIENCE:

1958-1964	Assistant Professor. Virginia Polytechnic Institute and State University.
1964-1968	Post-doctoral Fellow. Louisiana State University.
1968-present	Assistant Professor, Texas Tech University

LICENSES AND CERTIFICATIONS: (Career)

INTERNATIONAL EXPERIENCE: (Career)

MEMBERSHIP IN PROFESSIONAL AND HONORARY SOCIETIES: (Career)

Professional:
1. Horticultural Society; 1967 to 1998
2. American Society of Animal Science; 2001 to present
3. Texas Society for Roadside Improvement; 2005 to present

Honorary:
1. Gamma Sigma Delta; 1999 to present

HONORS AND AWARDS: (Career)

Honors:
1. Fellow, American Society of Agronomy, 2001

Awards:
1. Outstanding Service to Agriculture, Gamma Sigma Delta, 2004

(Section C, continued)

AREA OF EXPERTISE:

PATENTS: total of _____ (Career)

1. Smith, James K., Paul R. Jones, and Jerry N. Green, 2004. Granola supplemented diet for enhancing birth control in mammals and poultry. US Patent Number 5,864,291 B2, Date of Issue Jul. 20, 2004.

PUBLICATIONS[1,2]: (Since last promotion; use numbered lists)

Books: total of _____

Book Chapters: total of _____

1. Brown, W.K. 1968. Influence of environment on calcium metabolism. *In*: Calcium in Cellular Processes and Medicine. B.M. Altura, J. Durlach, and M.S. Seelig (eds.). 4th International Symposium on Calcium. Lubbock, TX. P. 50-66.

Books and Book Chapters Edited: total of _____

Refereed Journals: total published _____, in press _____

Published:

1. Morton*, J.L., **D.H. Vaughn**, J.M. Luna, and M.A. Cochran. 2004. Establishment of corn in rotation with alfalfa and rye: Influence of grazing, tillage, and herbicides. Agronomy J. 95:642-844.

In press:

Proceedings: total of ____

Refereed

Volunteered:
Invited:

Non-refereed

Volunteered:
Invited:

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[1] Indicate your graduate students with an asterisk (*).
[2] Put your name in **bold**.

Abstracts: total of _____

(Section C, continued)

Volunteered:
Invited:

Technical reports: total of ____

Other publications: total of _____

<u>PRESENTATIONS AND LECTURES:</u> total of _____ (Since last promotion)

1. Date, Title, Organization, Place

<u>GRADUATE STUDENT COMMITTEES:</u> (Since last promotion)

Completed:

Chaired: total of ____

M.S.
1. Jim Brown Completed in 2005. Title of thesis:

Ph.D
1. Jon Doe Completed in 2006. Title of dissertation:

Co-Chaired: total of _____

Committee member of: total of _____

In progress:

Chair: total of ____

M.S.
1. Jim Brown Anticipated completion date _____

Ph.D.
1. Jon Doe Anticipated completion date _____

Co-Chair: total of _____

Committee member of: total of _____

(Section C, continued)

UNDERGRADUATE ADVISING: (Since last promotion)

TEACHING RESPONSIBILITIES: (Since last promotion)

See next page

FIVE YEAR SUMMARY OF TEACHING EVALUATIONS FOR
NAME _____

Term/Class	Number of Students	Instructor Overall (Question #1) Mean	Availability (Question #2) Mean	Treated all Fairly (Question #4) Mean	Presented Clearly (Question #7) Mean
Fall 2007					
AGSC 1306	30	4.62	4.11	4.21	4.11
AGSC 2402	10	4.52	4.00	3.89	3.99
Spring 2007					
AGSC 1306	25	4.51	4.22	4.35	4.40
AGSC 2402	15	4.56	4.33	4.10	4.21
AGSC 5322	3	3.99	3.88	3.87	3.89
Fall 2006					
AGSC 4314	10	4.56	4.20	4.10	4.21
AGSC 4330	10	3.75	3.87	3.89	3.92
Spring 2006					
AGSC 1306	30	4.43	4.21	4.42	4.60
AGSC 2402	15	4.62	4.10	4.21	4.11
Fall 2005					
AGSC 1306	20	No evaluation	No evaluation	No evaluation	No evaluation
AGSC 2402	10	No evaluation	No evaluation	No evaluation	No evaluation
Spring 2005					
AGSC 1306	30	4.88	4.44	4.59	4.68
AGSC 2402	12	4.55	4.52	4.59	4.77
AGSC 5322	6	4.60	4.31	4.22	4.98

(Section C, continued)

Other Teaching Responsibilities (Since last Promotion)

Departmental Coordinator of Undergraduate teaching, (1992 to 1996)
Coach of the TTU Soil Judging Team – 2006 to 2009
Describe contact hours if relevant.

<u>GRANTS AND AWARDS:</u> total funded $_____ (Since last promotion)

Funded:

2005

1. PI or Co-PI, title, granting agency, total amount funded, own portion of total amount.

2006

1. PI or Co-PI, title, granting agency, total amount funded, own portion of total amount.

2007

1. PI or Co-PI, title, granting agency, total amount funded, own portion of total amount.

Pending:

Rejected: (to be filled out by candidates for promotion and tenure ONLY).

<u>Cash and Gifts-in-Kind</u>

Funded:

2005

1. PI or Co-PI, title, granting agency, total amount funded, own portion of total amount.

2006

1. PI or Co-PI, title, granting agency, total amount funded, own portion of total amount.

2007

1. PI or Co-PI, title, granting agency, total amount funded, own portion of total amount.

(Section C, continued)

<u>SERVICE TO PROFESSIONAL ORGANIZATIONS</u> (Since last promotion)

National:

1. **American Society of Agronomy (member since 1999.)**
    a. **Board of Directors, 2001 to 2002**
    b. **President, 2003**

Regional:

1. **Southern Pasture and Forage Crop Association (member since 1964.)**
    a.
    b.

State:

1. **Texas Association of Animal Scientists (member since 2006.)**
    a.
    b.

<u>OTHER PROFESSIONAL SERVICE:</u> (Since last promotion)

1. **Member of Board of Directors, Texas Cattlemen's Association, 2002 to 2006.**

<u>CONSULTING ACTIVITIES:</u> (Since last promotion)

1. **Consultant to Agripro Chemical Company, Midland, TX, 2002 to 2003.**

<u>SERVICE TO:</u> (Since last promotion)

For the following, list boards of directors, committees served on (chaired), officer, editor, advisor, or other positions held, field days or workshops organized, and other relevant activities that illustrate service activities. Follow the numbered list format.

UNIVERSITY:

COLLEGE:

DEPARTMENT:

(Section C, continued)

COMMUNITY:

INDUSTRY:

OTHER:

(Divider Page)

LETTERS OF SUPPORT

(Section D)

LETTERS OF SUPPORT

List of nominators and relationship to candidate.

Solicited and unsolicited letters of support, especially from outside the university, including information related to qualifications of the persons submitting letters to judge the candidate's work (see OP 32.01 section 4.b.).

(Divider Page)

PROFESSIONAL INFORMATION

(Section E)

PROFESSIONAL INFORMATION

INFORMATION ON CANDIDATE AT THE TIME OF TTU EMPLOYMENT:

(Please include a copy of the original letter of appointment)

1. Date of employment:
2. Rank and title:
3. Highest degree earned:
4. Terminal degree for this position:
5. Special qualifications:
6. Experience in other institutions of higher education or industry:
7. Nature of initial assignment:

   Tenure (non-tenure) track:
   % teaching ____
   % research ____
   (If part of appointment is outside of CASNR, please describe.)

CHANGES SUBSEQUENT TO EMPLOYMENT (if applicable):

1. Degrees completed:

_____

University Degree Date Conferred

2. Promotions granted:

   (1) Date _____ from (rank) _____ to _____

   (2) Date _____ from (rank) _____ to _____

   (3) Number of calendar months from last promotion until beginning of this semester _____.

3. Nature of present assignment:

   Tenure (non-tenure) track:
   % teaching ____
   % research ____
   % service ____

   (If part of appointment is outside of CASNR, please describe.)

4. In support of this recommendation:

   Percent of assignment to teaching (average for last 3 years): _____ %,
   i.e., the portion paid from teaching salaries for the 9-month academic year

   Teaching load last 4 semesters, excluding summer:

This Semester:			**Last Semester:**		
Course #	Credits	Enrollment	Course #	Credits	Enrollment
(1)			(1)		
(2)			(2)		
(3)			(3)		
(4)			(4)		
(5)			(5)		
Previous Semester:			**Previous Semester:**		
(1)			(1)		
(2)			(2)		
(3)			(3)		
(4)			(4)		
(5)			(5)		

Student advising activities and responsibilities:

<u>TO BE COMPLETED BY DEPARTMENT CHAIR:</u>

Compared with other teaching assignments in the department, this applicant's load has been:

High _____

Average _____

Low _____

Department Chair's signature: _____

(Divider Page)

TEACHING EFFECTIVENESS

(Section F)

SUMMARY OF TEACHING ACTIVITIES AND EFFECTIVENESS

CANDIDATE'S SUMMARY OF TEACHING EFFECTIVENESS: (Narrative - one page maximum; This should be a summary statement of the accomplishments, impact, and effectiveness of the candidate's teaching prepared by the unit head in consultation with the applicant. Peer and student evaluation summaries are to be included.)

Teaching responsibilities: Means for all courses

	Number of Courses	Number of Students	Question #1 Mean	Question # 2 Mean	Question #4 Mean	Question #7 Mean	Contact hours
Faculty Member Name	27	598	4.88	3.98	4.01	3.98	
Department Name			4.70	4.21	4.10	3.99	
CASNR			**4.29**	**4.29**	**4.42**	**4.20**	
TTU			**4.28**	**4.31**	**4.45**	**4.19**	

Scale for evaluations: 5 = excellent; 4 = outstanding; 3 = good; 2 = fair; 1 = poor

These data will typically be for a five year period. College and Department values can be obtained from your department chairperson.

PEER EVALUATIONS (Include departmental documentation.):

ADVISING RESPONSIBILITES:

GRADUATE STUDENT COMMITTEES:

Students completed:
Chair or Co-chair: _____(since last promotion) _____(total)
Member: _____(since last promotion) _____(total)

Students in progress:
Chair or Co-chair: _____(since last promotion) _____(total)
Member: _____(since last promotion) _____(total)

INVITED LECTURES: (State ____; Regional_____; National ____; International ____)

PROFESSIONAL DEVELOPMENT:

PUBLIC SERVICE:

AWARDS AND HONORS:

(Divider Page)

RESEARCH/CREATIVE ACTIVITY

(Section G)

SUMMARY OF RESEARCH/CREATIVE ACTIVITIES AND EFFECTIVENESS

CANDIDATE'S SUMMARY OF RESEARCH EFFECTIVENESS (Narrative – one page maximum; This should be a summary statement of the accomplishments, impact, and effectiveness of the candidate's research)

PATENTS: _____ (total)

PUBLICATIONS:

Books: _____(total since last promotion); _____(career total)
Chapters in books: _____(total since last promotion); _____(career total)
Refereed publications: _____(total since last promotion); _____(career total)
Abstracts: _____(total since last promotion); _____(career total)
Technical reports: _____(total since last promotion); _____(career total)
Popular press: _____(total since last promotion); _____(career total)

PRESENTATIONS:

Domestic
Volunteered: _____
Invited: _____
International:
Volunteered: _____
Invited: _____

RESEARCH FUNDING: $_____(total; include cash and value of gifts-in-kind)
[specify total of candidate's own portion]

AWARDS AND HONORS:

REVIEWER FOR: ____total_____

CONSULTATIONS: _____

(Divider Page)

PROFESSIONAL SERVICE

(Section H)

SUMMARY OF PROFESSIONAL SERVICE ACTIVITIES

CANDIDATE'S SUMMARY OF SERVICE EFFECTIVENESS:
(Narrative - one page maximum; This should be a summary statement of the accomplishments, impact, and effectiveness of the candidate's service activities)

UNIVERSITY:

(Summary numbered list of activities)

COLLEGE:

DEPARTMENT:

1. Member, three departmental committees, 2000 to 2005.

AWARDS AND HONORS:

COMMUNITY:

SCIENTIFIC SOCIETIES:

1. Member of five national scientific societies.
2. Member, Board of Directors, 1 national scientific society, 1999 to 2001.
3. President, two national scientific societies, 2001 and 2003.
4. President, one international scientific society, 2004

INDUSTRY:

OTHER:

(Divider Page)

FACULTY ANNUAL REPORTS WITH CHAIRPERSON ASSESSMENTS

(AND THREE YEAR REVIEW IF APPLICABLE)

(SECTION I)

FACULTY ANNUAL REPORTS WITH CHAIRPERSON ASSESSMENTS AND/OR 3 YEAR REVIEW (IF APPLICABLE)

(Copies of the candidate's annual reports with chairperson's assessments and the report of the third-year review should be provided. Just the annual reports and assessments as of the most recent promotion should be provided for cases that are promotion only.)