

### TENURE-TRACK FACULTY CHECKLIST FOR CoMC THIRD-YEAR REVIEW DOSSIER

Document	Who provides?	Additional instructions	Deadline
Cover page	Candidate	Included in dossier template	1.31.25
Third-Year Review Committee Report (dossier template includes placeholder for initial submission)	5-person committee appointed by chair	This letter reports the outcome of the review by 5-person committee appointed by chair. Committee adds it to the dossier before submission to all tenured faculty in candidate's department.	3.3.25
Report of departmental tenured faculty vote (template includes placeholder for initial dossier that's submitted Jan. 31)	Chair of 5-person committee	This can be a brief memo from the committee chair reporting the outcome of departmental tenured faculty/associate PoP vote. Committee chair adds it after the departmental 3-year review meeting.	~3.10.25
Department chair's report (template includes placeholder for initial dossier that's submitted Jan. 31)	Department chair	This is the chair's comprehensive evaluation of faculty member's performance for first three years. It is the chair's vote, and is added to the dossier after the vote of all the other tenured faculty in candidate's department.	3.31.25
Dean's letter (insert placeholder)	Dean	This is the dean's recommendation	4.14.25
Vita	Candidate	Include in initial dossier	1.31.25
Candidate's original offer letter (salary redacted)	Candidate	Include in initial dossier	1.31.25
Letter documenting external funding amount	Candidate requests letter from College Research Office	Include in initial dossier	1.31.25
Basic Information	Candidate	Include in initial dossier (see Item 3 in Texas Tech OP <a href="#">32.01B</a> for template)	1.31.25
Applicant's summaries (20 pp max): <ul style="list-style-type: none"> <li>• <u>Teaching</u> (include narrative statement, peer observation summary, one-page summary of evaluation scores, and excerpts from student comments)</li> <li>• <u>Research</u> (include narrative statement, followed by optional supporting information)</li> <li>• <u>Service</u> (include narrative statement, followed by optional supporting information)</li> </ul>	Candidate—consult with chair and ADAF regarding optional supporting information	Include in initial dossier	1.31.25
Annual reports, chair evaluations, and third-year review	Candidate	Include in initial dossier, in reverse chronological order— <b>Note: When the dossier is submitted to committee on Feb. 17, it needs to include the chair's evaluation for the most recent calendar year, 2024.</b>	1.31.25
Unsigned ballot comments (dossier template includes placeholder for initial submission)	Chair	Chair will add when available	~3.17.25

Appendix: digital versions of documents that demonstrate professional excellence and currency	Candidate		1.31.25
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