

**Third-Year Review Dossier**

**Lecturers**

(Name), Ph.D.

(Title)

Department of ( )

(Date)

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COVER PAGE





**THIRD-YEAR REVIEW COVER SHEET: LECTURER**

**FACULTY MEMBER NAME: (NAME)**

TEACHING

Average score Question 1 – Course Objectives: (list here)

Average score Question 2 – Instructor Effectiveness (list here)

Average score Question 3 – Valuable Learning Experience (list here)

SERVICE

Please include a summary paragraph that highlights major service contributions: 100 words maximum here.

THIRD-YEAR REVIEW

COMMITTEE REPORT



*Insert 3rd-Year Review Committee Report Here*

*(This letter reports the outcome of the review by the 3-person committee appointed by the chair. Committee adds it to the dossier before submission to all tenured/continuing appointment faculty in the candidate’s department.)*

REPORT OF DEPARTMENTAL FACULTY VOTE



*Insert Report of Departmental Faculty Vote here*

(This can be a brief memo from the committee chair reporting the outcome of departmental tenured/continuing appointment faculty vote. Committee chair adds it after the departmental 3-year review meeting. The e-mail from committee chair will suffice.)

DEPARTMENT CHAIR’S REPORT



*Insert Department Chair’s Report here*

*(This is the chair’s response to the committee report. As noted in OP 32.38, “The chairperson of the department will approve the committee’s report or, in the case of a disagreement with the report, make an independent assessment of the faculty member under review, which will be shared with the faculty member under review, included in the dossier, and forwarded to the college by March 15 of the sixth long semester.”)*

DEAN’S LETTER



*Insert Dean’s Letter Here*

*(This is the dean’s recommendation. It is the final document added to the dossier.)*

CURRICULUM VITAE



Insert CV here

*(Include in initial dossier)*

Include a complete up-to-date vita.

CANDIDATE’S ORIGINAL OFFER LETTER



*Insert Copy of Original CoMC Offer Letter here (salary redacted)*

*(Include in initial dossier)*

BASIC INFORMATION



|  |
| --- |
| **CANDIDATE’S BASIC INFORMATION** |
| **Information Requested** | **Candidate’s Response** |
| Original Date of Employment (Official Start Date) |  |
| Rank and Title |  |
| Highest Degree earned |  |
| Terminal degree for this position |  |
| Experience in other institutions of higher education |  |
| Nature of initial assignment |  |
| Changes subsequent to employment |  |

|  |
| --- |
| **DEGREES COMPLETED** |
| **University** | **Degree** | **Date Conferred/Awarded** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

SUMMARY OF TEACHING

AND SERVICE



*Insert the following items here in initial dossier:*

*Teaching: Include narrative statement, peer observations, one-page summary of evaluation scores, and excerpts from student comments. Applicant consults with chair and ADAF regarding optional support information. (Note: For peer observations, it is acceptable to provide summarized versions rather than the complete reports if space is a concern).*

*Service: Include narrative statement, followed by optional supporting information.*

*Note: The maximum number of pages for the Teaching Summary and Service Summary is 20 pages total for both sections.*

ANNUAL FACULTY EVALUATIONS



*Insert annual reports and chair evaluations here in reverse chronological order, e.g., 2024, 2023, 2022, etc.*

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). Please include the final signed version of the evaluation for every year. If you don’t have these, you can request them from the dean’s office.

UNSIGNED BALLOT COMMENTS



*Department chair*

*will add here*