

**Third-Year Review Dossier**

**Professors of Practice**

(Name), Ph.D.

(Title)

Department of ( )

(Date)

TABLE OF CONTENTS





**Table of Contents**

Table of Contents

Cover Page

Third-Year Review Committee Report

Report of Departmental Faculty Vote

Department Chair’s Report

Dean’s Letter

Curriculum Vita

Candidate’s Original Offer Letter

Basic Information

Summary of Teaching, Professional Excellence & Currency, and Service

Annual Faculty Reviews and Chair Evaluations

Unsigned Ballot Comments

Appendix (Sample of work that demonstrates professional excellence & currency)

COVER PAGE





**THIRD-YEAR REVIEW COVER SHEET: PROFESSORS OF PRACTICE**

**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)

PROFESSIONAL EXCELLENCE & CURRENCY

Please include a summary paragraph that highlights major contributions in professional excellence & currency: 100 words maximum 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 5-person committee appointed by the chair. Committee adds it to the dossier before submission to all tenured 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 faculty/associate PoP 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—finish editing in Word first, then save the dossier as pdf before you add this letter)*

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,

PROFESSIONAL EXCELLENCE & CURRENCY, AND SERVICE



*Insert the following items here in initial dossier:*

*Teaching: Include narrative statement, peer observations summary (no need to include the full peer observation reports), 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).*

*Professional Excellence & Currency: Include narrative statement, followed by optional supporting information.*

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

*Note: The maximum number of pages for the Teaching Summary, Professional Excellence & Currency Summary, and Service Summary is 20 pages total for all three sections*

ANNUAL FACULTY REVIEWS

AND CHAIR EVALUATIONS



*Insert annual faculty evaluations (final signed versions) here in reverse chronological order, (e.g., 2024, 2023, 2022)*

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.

UNSIGNED BALLOT COMMENTS



*Department chair will add here*

APPENDIX



*Insert sample of work that demonstrates professional excellence & currency (consult with department chair to determine appropriate content)*