

**Third-Year Review Dossier**

**Tenure Track Faculty**

(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 Tenured Faculty Vote

Department Chair’s Report

Dean’s Letter

Curriculum Vita

Candidate’s Original Offer Letter (salary redacted)

Associate Dean for Research Letter (external funding applications)

Basic Information

Summary of Teaching, Research, and Service

Annual Faculty Evaluations

Unsigned Ballot Comments

Appendix (Digital versions of peer-reviewed publications that appear on CV)

COVER PAGE





**THIRD-YEAR REVIEW COVER SHEET: TENURE-TRACK FACULTY**

**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)

RESEARCH

Number of articles in print: (list here)

Number of articles accepted: (list here)

Number of articles under review (list here)

External funding proposals – total amount submitted: (list amount 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 department chair. Committee adds it to the dossier before submission to all tenured faculty in the candidate’s department.)*

REPORT OF DEPARTMENTAL TENURED FACULTY VOTE



*Insert Report of Departmental Tenured*

*Faculty Vote here*

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

DEPARTMENT CHAIR’S REPORT



*Insert Department Chair’s Report here*

*(This is the chair’s response to committee recommendation and department faculty vote. It is the chair’s vote and is added to the dossier after the vote of all the other tenured faculty in the candidate’s department.)*

DEAN’S LETTER



*Insert Dean’s Letter Here*

*(This is the dean’s recommendation. It is the final piece of documentation 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*

*(Include in initial dossier, with salary redacted)*

ASSOCIATE DEAN FOR RESEARCH

LETTER



*Insert letter here from Associate Dean for Research documenting the amount of external funding applications*

*(Faculty member must request this letter for inclusion in the 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,

RESEARCH, 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).*

*Research: 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, Research Summary, and Professional Service is 20 pages total for all three sections.*

ANNUAL FACULTY REVIEWS

AND CHAIR EVALUATIONS



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

*(Include in initial dossier)*

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 full text digital versions of all peer-reviewed publications that appear on your CV here*