

COH THREE-YEAR REVIEW **INSTRUCTIONS:**

All three-year review dossiers must follow the requirements specified in the current *College of Humanities Promotion and Tenure Procedures*, noting in particular Section 3.2 “Proper Format for the Preparation of the Dossier” and Section 3.4 “Collection of Supporting Documents”. For your convenience I list below the items that must be included in the dossier. These items are also summarized in the attached *COH Three-year Review Checklist*.

As you and the candidate prepare the three-year review dossier, please refer to the Vice Provost’s website regarding the necessary format to follow. See also the information from the Vice Provost at <http://facultyaffairs.arizona.edu/retention-reviews> and COH AIA at <http://humanities.arizona.edu/reviews> *Retention Reviews*.

Please use the Vice Provost’s cover pages for sections 1-9 of the dossier. Some forms are Fillable PDFs. They are located on <http://facultyaffairs.arizona.edu/promotion-and-tenure> under Promotion and Tenure (PDF). Cover pages are also attached.

Section 1: Summary Data Sheet. Please use the form provided by the Vice Provost as the cover page for the dossier.

Section 2: Summary of candidate’s workload assignment. Please use the form provided by the Vice Provost. It should be prepared and signed by the Department Head and signed by the Candidate.

Section 3: Department Promotion and Tenure Guidelines. Units must include a full copy of the relevant unit-level promotion and tenure guidelines, criteria, and procedures in each dossier.

Section 4: Curriculum Vitae, and List of Collaborators. The candidate must follow exactly the specified format, categories, and order of categories as indicated on the Vice Provost’s guidelines summary and also the Suggested Format for Curriculum Vitae (Sections 4 and 5). Signed statement by candidate should be included on the last page of Section 5. It is the responsibility of the unit head/director to review the candidate’s CV prior to the submission of the dossier to the unit-level review committee in order to determine adherence to the Vice Provost’s guidelines.

Section 5: Candidate’s Statement of Accomplishments and Objectives on Research, Teaching, and Service/Outreach (3-5 pages). The candidate must follow exactly the specified format established by the Vice Provost. The unit head/director should review this statement and offer corrections, suggestions and guidance prior to review by the unit-level review committee. Signed statement by candidate should be included on the last page.

Section 6: Teaching Portfolio. The candidate must follow exactly the specified format established by the Vice Provost. It is the responsibility of the unit head/director to discuss the candidate’s teaching portfolio with the three-year review candidate. It is also the responsibility of the unit head/director to review this portion of the dossier in order to ensure compliance and accuracy prior to the submission of the dossier to the unit-level committee for review.

Section 7: Evaluation of Teaching and Teaching Portfolio. Please use the form provided by the Vice Provost. It should be prepared and signed by the Departmental Committee.

Section 8: Service and Outreach Portfolio (optional)

Section 9: Memberships in Graduate or Other Interdisciplinary Programs (if applicable)

Department/Program Committee’s Report. The committee’s recommendation must be written to the unit head/director with signatures of all of the committee members.

Unit Head/Director’s Recommendation. The unit head/director’s evaluation of the candidate’s progress, the unit-level evaluation process and review, and the unit head/director’s review and assessment and recommendation, should be presented with the dossier. Please address this letter to the Associate Dean with a copy to the Dean.

Include all supporting documents/publications (3.4 Collection of Supporting Documents, COH P&T Procedures).

Please provide a copy of the units’ head/director’s letter written to the candidate. It is understood that the candidate will be informed of the unit head/director’s recommendation (UHAP 3.3.02 [c]).

Please attach to the dossier the cover page indicated as the COH three-year review checklist. The checklist is to be completed by the unit head/director and must accompany each dossier.