



Third-Year Review Checklist and Instructions

All third-year review dossiers must follow the requirements specified in the current College of Humanities Promotion and Tenure Procedures and the Vice Provost for Faculty Affairs Guidelines. Please complete sections 1-9* of the dossier for third-year review dossier preparation: <https://facultyaffairs.arizona.edu/content/promotion-and-tenure>. Please note that cover pages may be updated in May.

Department Heads/Directors: Please initial each line after you have reviewed each item. University-issued cover pages must be included with all sections listed below. Please submit this checklist, a complete dossier, and recommendation letters to the Vice Dean **by December 14th**.

Candidate's name: _____

Section # See cover pages	Dossier Item / Instructions	Responsible Party	✓ Initials
Section 1	Summary Data Sheet Please use the form provided by the Vice Provost.	Prepared by Department Head	
Section 2	Summary of Candidate's Workload Assignment Please use the form provided by the Vice Provost. Department-issued workload agreements or those found in UA Vitae are not required.	Prepared and Signed by Department Head. Signed by Candidate.	
Section 3	Department P&T Criteria and Procedures Units must include a full copy of the relevant department promotion and tenure guidelines, criteria, and procedures in each dossier.	Prepared by Department	
Section 4	Curriculum Vitae and List of Collaborators The candidate must follow exactly the specified format, order, and category titles indicated in the Vice Provost's guidelines. It is the responsibility of the department Head/Director to review the candidate's CV prior to submission to department committee. Please note that COH requires access to publications for both department and the vice dean's review. Electronic versions of the materials are acceptable (e.g. links in the CV or PDFs in a file sharing application). If electronic accessibility is not available, printed copies or books should be provided. They will be returned to candidates at the conclusion of the process.	Prepared by Candidate. Reviewed by Department Head.	
Section 5	Candidate's Statement (3-5 pages) The candidate must follow the specified format established by the Vice Provost. The Department Head/Director should review this statement and offer corrections, suggestions and guidance prior to review by the department committee. The candidate's signature should appear on the last page of Section 5 with the following statement: "Sections 4 and 5 are true and accurate statements of my activities and accomplishments. I understand that misrepresentation in securing promotion and tenure may lead to dismissal or suspension under ABOR Policy 6-201 J."	Prepared by Candidate. Reviewed by Department Head.	

Section 6	Teaching Portfolio The candidate must follow the specified format established by the Vice Provost. It is the responsibility of the Department Head/Director to discuss the candidate's teaching portfolio with the candidate and to review it for accuracy prior to submission to the department committee.	Prepared by Candidate. Reviewed by Department Head.	
Section 7	Evaluation of Teaching and Teaching Portfolio Department committees must use the protocol for peer reviews from the Office of Instruction and Assessment for the peer review of teaching. Additionally, departmental committees should prepare a separate memo with a peer review of the candidate's teaching and teaching portfolio. This memo is separate from the letter in which the committee makes its final recommendation .	Prepared by Department Committee. Reviewed by Department Head.	
Section 8	Service and Outreach Portfolio (optional)	Prepared by Candidate. Reviewed by Department Head.	
Section 9	Membership in Graduate or Other Interdisciplinary Programs (if applicable)	<ul style="list-style-type: none"> • Description prepared by Candidate. • Evaluations completed by Program Chairperson and Department Committee. • Reviewed by Department Head. 	
Letters	Department Committee's Letter/Report The committee's dated recommendation letter must be written to the Department Head/Director with signatures of all of the committee members. The letter should include: <ul style="list-style-type: none"> • An evaluation of teaching and advising (in addition to the memo in Section 7), service and research, scholarship, or creative activities; • A vote count including recusals, abstentions and absences • A explanation if there was a split vote • An explanation of any committee members' collaboration with candidate. 	Department Committee	
	Department Head's Letter/Evaluation of Progress The Head/Director's dated and signed recommendation letter must be written to the Vice Dean with a copy to the Dean. It should include: <ul style="list-style-type: none"> • An independent assessment of the candidate's teaching and advising, service, and research, scholarship, or creative activities and their related progress toward promotion and tenure • The department's evaluation process • An explanation/reference to the department committee's vote • A recommendation on retention • Indication of any collaboration with the candidate 	Department Head	
	Copy of Candidate's Notification Letter A copy of the Head/Director's letter to the candidate informing them of the committee's recommendation and the Head's recommendation should be forwarded to the Vice Dean.	Department Head	

**Section 10 is not required for Third-Year Reviews. The portions of Section 11 that are relevant for Third-Year Reviews are listed under "Letters".*

Head/Director's Signature _____ Date _____

Important Links/References:

- Vice Provost for Faculty Affairs – Retention Reviews: <https://facultyaffairs.arizona.edu/content/retention-reviews>
UHAP - Chapter 3 | Personnel Policies and Procedures for Faculty: <http://policy.arizona.edu/university-handbook-appointed-personnel>
Guide to the Promotion Process: <https://facultyaffairs.arizona.edu/sites/default/files/data/2018%20Guide%20to%20TT%20CS%20Promotion%20Process%205-14.pdf>
Promotion Workshops: <https://facultyaffairs.arizona.edu/content/promotion-workshops>
College of Humanities website – Retention Reviews: <http://humanities.arizona.edu/retention-reviews>
College of Humanities website – Promotion and Tenure | Procedures and Criteria: <https://humanities.arizona.edu/faculty/promotion-and-tenure>