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](http://facultyaffairs.arizona.edu/retention-reviews) and COH AIA at [http://humanities.arizona.edu/reviews](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](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.