THREE-YEAR REVIEW
CHECKLIST

Heads/Directors: Please initial each line after you have reviewed each item for the dossier. Submit this checklist with the pertinent evaluation and complete dossier to the associate dean no later than December 16.

Candidate's name___________________________________________________________

Section 1: Summary Data Sheet (Use as the cover page)__________________________

Section 2: Summary of Candidate’s Workload Assignment (Prepared and Signed by Department Head)_______
Candidate’s Signature_______________________________________________________

Section 3: Department Promotion and Tenure Procedures (include dept. only)_______

Section 4: Curriculum Vitae, and List of Collaborators (Prepared by Candidate)_____
Head/Director Reviewed____________________________________________________

Section 5: Candidate’s Statement of Accomplishments and Objectives on Teaching, Research and Service/Outreach (3-5 pages) (Prepared by the Candidate)_______
Signed Statement by Candidate on the last page_______________________________
Head/Director Reviewed____________________________________________________

Section 6: Teaching Portfolio (Prepared by the Candidate)_______________________

Section 7: Evaluation of Teaching and Teaching Portfolio (Prepared by the Departmental Committee)_______
Head/Director Reviewed Teaching Portfolio___________________________________

Section 8: Service and Outreach Portfolio (optional)____________________________

Section 9: Membership in Graduate or Other Interdisciplinary Programs (if applicable)_______
Head/Director Reviewed____________________________________________________

Departmental Committee’s Evaluation/Recommendation to Head/Director (Committee’s signatures provided)_______
Head/Director’s Evaluation of the Candidate’s Progress and the Departmental Process Addressed to the Dean and Forwarded to the Associate Dean________________________
Copy of the head/director’s letter to the candidate informing the candidate of the committee recommendation and the head/director’s recommendation (UHAP 3.2.01 and 3.3.02 [c])________________________

Submit all publications/creative activity (Published or Accepted)__________________

Head/Director’s signature_________________________________________________________________________________Date________