

COLLEGE OF HUMANITIES 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 vice dean no later than December 15.

CANDIDATE'S NAME _____

SECTION I: SUMMARY DATA SHEET COVER PAGE _____

SECTION II: SUMMARY OF THE CANDIDATE'S WORKLOAD ASSIGNMENT PREPARED BY HEAD/DIRECTOR AND CANDIDATE _____

Candidate's signature/date _____

Head/director's signature/date _____

SECTION III: DEPARTMENTAL PROMOTION AND TENURE GUIDELINES _____

SECTION IV: CURRICULUM VITAE _____

Head/director reviewed _____

Candidate's signature included _____

CANDIDATE'S STATEMENT OF TEACHING, RESEARCH AND SERVICE _____

Head/director reviewed _____

SECTION VI: EVALUATION OF TEACHING AND ADVISING EXTENT OF TEACHING _____

Head/director reviewed teaching portfolio _____

SECTION VIII: RECOMMENDATION FOR PROMOTION AND/OR TENURE:

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 VICE DEAN _____

COPY OF THE HEAD/DIRECTOR'S LETTER TO THE CANDIDATE INFORMING THE CANDIDATE OF THE COMMITTEE RECOMMENDATION AND THE HEAD/DIRECTOR'S RECOMMENDATION _____

See UHAP 3.12.04 and 3.09

Head/director's signature _____ Date _____