

## Checklist of Third-year Probationary Review Materials

Enclose this coversheet with the review file, with each item enclosed checked off. Third-year probationary reviews must be submitted to the Office of the Dean by March \_\_\_\_\_.

Department, School, or Program \_\_\_\_\_

Faculty Member Reviewed \_\_\_\_\_

- "Annual Review of Probationary Faculty" form.
- Letter from the DEO, describing the review procedures followed, if the review report does not include an account. The review must conform to the department's written statement of policies and procedures for faculty review.

**Note:** In the case of a **joint appointment**, the letter must verify that the review committee(s) had access to the original agreement between the faculty member under review and the two DEOs concerning teaching and service contributions to each unit, and to any subsequent revisions of or additions to that agreement.

- Written review report on the faculty member's teaching, scholarly or creative work, and service, evaluating how well he or she is meeting the expectations of the department, the College, and the discipline and making recommendations for future efforts.

**Note:** The report should be prepared far enough in advance of the March 1 deadline to allow time for the faculty member under review to read the report, to discuss it with the DEO or chair of the review committee, and, if the faculty member so chooses, to prepare a written response to the assessment and recommendations. However, the College will accept and consider a faculty member's response until the review materials are forwarded to the office of the Provost (April \_\_\_\_\_).

- Written response from the faculty member, if he or she has chosen to prepare one.
- Full *curriculum vitae* of the faculty member.
- Selection of typical teaching evaluations from students and any other evaluations of teaching (peer reviews, letters from team-teachers, letters from graduate student mentees, etc.) deemed appropriate by the department. Must include a report on classroom observation.

If the faculty member holds a **joint appointment** with another department or college, check which of the following statements reflects the relationship of the review processes of the two units.

- The two units are submitting a joint report.

- The two units are submitting separate reports at the same time.
- The reports of the two units are separate and are the products of quite different processes and schedules.

**(Note:** All jointly appointed faculty must be reviewed by both units. If the secondary appointment is 0%, the DEO of the primary department must consult the secondary department for an assessment of the review file. If the candidate is on the budget of both units, each department must conduct a full-scale review according to its own review procedures. In either case, the DEOs of both units must sign the “Annual Review of Probationary Faculty” form.)