

2 and 4 Year Review Checklist

Include the following materials in this order in your 2 or 4 year review dossier. Please tab each major section. Subsections may be designated with colored paper or additional, distinctive tabs (E.g. small print or different color). Summary charts have been used in the past to reflect DOE percentages, FPR ratings and courses taught with evaluations over time. The Department will provide some* of the required information.

- Information Page**
 - Name
 - Date of employment
 - Present Rank

- Up-to-date curriculum vitae or resume**

- Copies of the review candidate's faculty merit reviews (FPR)**
 - Faculty Performance Review Chart
 - Faculty Performance Reviews

- Unit Statements on Evidences describing the evidence of activity in teaching, research, and service that are appropriate to the field(s) within the unit**
 - Faculty member's evidence document

- The Teaching Portfolio**
 - Reflective Statement on teaching (include remarks regarding teaching performance)
 - List of all courses taught (table is helpful)
 - Representative course syllabi (i.e. different levels: graduate vs. undergraduate or different areas: management vs. clinical).
 - Teacher Course Evaluations
 - Examples of assignments, exercises, lab assignments, handouts, etc.
 - Indicators of student learning (awards, registry scores)
 - Peer evaluations if applicable
 - Documentation of teaching related activity (e.g. consulting, innovative teaching materials)
 - Evidence of recognition (e.g. teaching related grants; awards)
 - Enumeration and description of work with individual students (e.g. supervision of graduate students; independent study)

- Advising Activity**
 - Reflective statement for advising
 - # and level of students advised (table is helpful)
 - List of students for whom professor served as preceptor or director of thesis or dissertation
 - Summary of activities associated with student organizations and service of faculty-student committee
 - Student evaluation of advising

- Evaluation of advising by unit colleagues, if applicable

Candidate's personal statement on research

Candidate's personal statement on service

- Specifically related to their contributions

Letters from students, undergraduate, professional and/or graduate, pertaining to candidates instruction or research

- Unsolicited letters

List of, and representative samples from research articles, books, patents, writings, or other creative productivity

- Examples of articles, posters, abstracts, presentations, etc.

Information or materials relating to professional status and activity, including copies of awards received for teaching or scholarship

Information or materials relating to University and public service

- List of service activities at the Division, College, University and/or National Level
- Examples of service activities

Distribution of Effort (DOE) agreements since initial appointment

- Distribution of effort chart
- Distribution of effort agreements

Copy of the job description in the Special or Clinical Title Series

* The College has copies of DOEs, FPRs, STS/CTS Position Description, and TCE's

