Template for Unit 3rd Year Review Committee Report

Unit or College Logo

Date: DATE

To: Unit Administrator NAME, TITLE

From: NAME, Committee Chair

Re: Unit 3rd Year Review Committee Report for Dr. NAME

The committee met on September 8, 2020 to discuss the third year review of Dr. NAME in the Department of NAME. The committee consists of five faculty members, three of which are tenured and one tenured faculty member from Department NAME.

# **Teaching and Advising**

* *Summarize the committee’s review of Candidate Statements, teaching evaluations, and CV regarding teaching and advising.*
* *Discuss the feedback provided from faculty, staff and students.*
* *Section may include advising workload and number of graduate students the candidate is mentoring and/or have completed.*
* *Summarizing sentence example: All committee members agreed that Dr. Z has exceeded the criteria in the area of teaching and advising.*

# **Scholarship and Creative Activity**

# *Summarize the committee’s review of Candidate Statements, teaching evaluations, and CV regarding in scholarship.*

# *Include how the scholarship compares at a departmental, college and national or international level.*

# *Summarizing sentence example: The committee was impressed by the quality of her research program, level of competitive funding, variety of research sponsors, and her excellent publication record in quality journals.*

# **Outreach and Extension**

# *Outreach and Extension should be weighed based on the percentage in the position description and compared to department, college and university levels of outreach.*

# *All activities do not need to be listed but a representation can be summarized.*

# *Summarizing sentence example:**The committee feels that Dr. Z meets the outreach and extension requirements of the position.*

# **Service and Outreach**

# *Service should be weighed based on the percentage in the position description and compared to department, college and university levels of required service.*

# *All service activities do not need to be listed but a representation of the service done can be summarized.*

# *Summarizing sentence example:**The committee feels that by actively providing a desirable service to the University and professional organizations, she is performing her service commitments beyond the usual expectations.*

# **Summary**

# *The summary from the committee should provide a thorough review of the faculty member’s progress toward promotion or tenure. This report should provide guidance regarding the steps necessary to continue making progress toward promotion or tenure or both.*

Sincerely,

(SIGNATURE SPACE) (SIGNATURE SPACE)

NAME, RANK, DEPARTMENT NAME, RANK, DEPARTMENT

(SIGNATURE SPACE) (SIGNATURE SPACE)

NAME, RANK, DEPARTMENT NAME, RANK, DEPARTMENT

(SIGNATURE SPACE)

NAME, RANK, DEPARTMENT

**All committee members names must be listed and a signature provided.**