

## Dossier for TTF 3<sup>rd</sup>-Year Post Tenure Review (3PTR) Formal

### Checklist:

DATE:

CANDIDATE:

SCHOOL/COLLEGE:

DEPARTMENT/UNIT:

DEAN:

DEPARTMENT/UNIT HEAD:

### Items for Dossier:

Voting Summary

Dean's Response to Formal Process

Department or Unit Review Criteria  
(link only)

Department or Unit Head's Evaluation  
and Recommendation

Department or Unit Personnel  
Committee Report

Curriculum Vitae

Candidate Statement

Scholarship or Creative Activity  
Portfolio

Teaching Portfolio

Teaching Overview (Cognos)

Teaching Detail Report (Cognos, E-  
SES)

Instructor Reflection Report  
(OPTIONAL)

Peer Reviews of Teaching

Service Portfolio (OPTIONAL)

Contributions to DEI Portfolio  
(OPTIONAL)

Development Plan (if applicable)

Sabbatical Report (if applicable)

Candidate's Response (if applicable)

Copy of Other Unit/Department Head  
3PTR Report (if joint appointment)

### Voting Summary

	Number of eligible voters	Yes	No	Abstain	Recuse	Did not participate
School/College/Center FPC						
Department/Unit Committee						

\*All eligible voters are expected to participate. Abstain indicates inability to vote; recuse indicates conflict of interest; not participating indicates an eligible voter who is not abstaining, recusing, or voting. Explain all abstains and recuses in the Comments section below.

Comments:

**REQUIRED**

**Dean's Response to Informal Process**

Please check one of the following:

Informal Review

Formal Review

Do you recommend a development plan?

Yes

No

Comments:

**REQUIRED****Department or Unit Review Criteria**

- Department or unit policies (link only)
- Election of criteria, if applicable

**REQUIRED****Department or Unit Head's Evaluation and Recommendation**

- Summary of unit process, evaluation, and independent recommendation. Please do not repeat other reports.
- Signed and dated (digital or physical)

**REQUIRED**

**Department or Unit Personnel Committee Report**

- Signed and dated by all committee members (digital or physical)

**REQUIRED**  
**Curriculum Vitae**

A comprehensive and current curriculum vitae

Please review the Office of the Provost's CV template

- Clearly differentiate between accomplishments that occurred during the review period and those that did not by using highlighted yellow.
- Identify whether publications are peer reviewed or not peer reviewed.
- Signed and dated (digital or physical)

Academic disciplines differ in their approach to authorship listing conventions. For the benefit of dossier readers, please explain the convention of the candidate's scholarship/creative discipline. Examples include:

- Authors listed by effort, with highest effort author first and proceeding linearly
- Authors listed alphabetically
- It's complicated, explanation included.

**REQUIRED**  
**Candidate Statement**

The statement should expressly address the subjects of teaching, scholarship/creative activity; service contributions to the academic department/unit, center/institute, school/college, university, professional, and the community; and contributions to diversity, equity, and inclusion.

- Must not exceed 3-6 pages
- Signed and dated (digital or physical)

**REQUIRED**  
**Scholarship or Creative Activity Portfolio**

**REQUIRED**  
**Teaching Portfolio**

**REQUIRED**  
**Teaching Overview Report (Cognos)**

**REQUIRED**  
**Teaching Detail Report (Cognos, E-SES)**

**OPTIONAL**  
**Instructor Reflection Report**

## **REQUIRED**

### **Peer Reviews of Teaching**

- One every other year
- Signed and dated by reviewer and candidate (digital or physical)

**OPTIONAL  
Service Portfolio**

**OPTIONAL**  
**Contributions to DEI Portfolio**

**IF APPLICABLE**  
**Development Plan**

**IF APPLICABLE**  
**Sabbatical Report**

**IF APPLICABLE**  
**Candidate's Response**

**IF APPLICABLE**

**Other Unit/Department Head 3PTR Report (if joint appointment)**