Checklist for 3rd Year Review Rank & Status Candidate Files

See the FHSS R&S Guidelines, the FHSS R&S Expectations Document, and the University Rank & Status Policy (links below) for more detail on the requirements listed below. Numbers in parentheses are in reference to the University Rank and Status Document.

√	PDF Bookmark Names	Section Descriptions & Policy References	Required or Optional	Responsible Person(s)
	1. Title Page		required	Candidate
	1.1 Nomination Form		required	Candidate
	1.2 Dept/School R&S Document		required	Candidate
	2. Curriculum Vitae		required	Candidate
	2.1 Professional Expectations	Letter describing responsibilities of professional position	required (professional)	Candidate
	2.2 Addendum	Opportunity for department or college to insert after candidate has submitted file	optional	Dept/College
	3. Personal Statement/Self Assessment	**Self-assessment of citizenship, teaching, and scholarship.** Address any areas of concern raised in the last review. (3.2, 3.3, 3.4, 4.3, 7.11.6)	required	Candidate
	4. Confidential Documents		required	Various
	4.1 Dean's Letter	(7.10.3)	required	Dean
	4.2 College R&S Committee Letter	(7.10.2)	required	College R&S Committee
	4.3 Department Chair Letter	(7.9.11)	required	Chair
	4.4 Dept Vote and Discussion	(7.9.10)	required	Chair
	4.5 Dept R&S Committee Letter	(7.9.8)	required	Dept R&S Committee
	5. Citizenship	**(3.2)**	required	
	5.1 University Citizenship	A description of committee assignments and other citizenship activities inside the university.	required	Candidate
	5.2 Professional Citizenship	A description of citizenship activities in the profession. (3.2.2)	required	Candidate
	5.3 Other Citizenship	A description of other citizenship activities. (3.2.2)	required	Candidate
	5.4 Citizenship Review Letters	(3.2.3, 7.9.3)	optional	Candidate
	6. Teaching	**(3.3)**	required	
	6.1 Courses Taught	A list of courses taught chronologically by course. (3.3.2.A.1, 3.3.2.A.2)	required	Candidate
	6.2 Graduate Students	A list of graduate students supervised (indicate whether you were the committee chair or a committee member). (3.3.2.A.5)	optional	Candidate
	6.3 Teaching/Mentoring Activities	A description of mentoring, experiential learning, and other teaching activities. (3.3.2.A)	required	Candidate
	6.4 Teaching Awards	A list of awards or recognition for teaching.	optional	Candidate
	6.5 Teaching Materials	An illustrative copy of syllabi, one assignment, and one examination for each course taught, organized in the same order as Courses Taught secion. (3.3.2.G.1)	required	Candidate
	6.5.1 Dept Course #		required	Candidate
	6.5.2 Dept Course #		required	Candidate
	6.5.3 etc.		required	Candidate
	6.6 Student Evaluations	Student evaluations and a typescript of student comments, organized in the same order as Courses Taught section. (3.3.2.B, 7.9.4)	required	Candidate
	6.6.1 Dept Course #		required	Candidate
	6.6.2 Dept Course #		required	Candidate
	6.6.3 etc.		required	Candidate
	6.7 Steps Taken to Improve Teaching	A description of steps taken to evaluate and improve teaching. (3.3.2.D)	required	Candidate
	6.8 Peer Evaluations of Teaching	At least two summative peer evaluations of teaching. (3.3.2.C, 7.9.5)	required	Dept R&S Committee
	7. Scholarship	**(3.4)**		
	7.1 Annotated Bibliography	An annotated bibliography in table format of all scholarly works. (3.4.4.1, 3.4.4.2)	required (professorial)	Candidate
	7.2 Best Examples of Scholarship	The three best examples of scholarship and a brief explanation why they were selected. (7.3)	required (professorial)	Candidate
	7.2.1 Example #1		required (professorial)	Candidate
	7.2.2 Example#2		required (professorial)	Candidate
	7.2.3 Example #3		required (professorial)	Candidate
	7.3 Research Grants	A list of grants for research or creative works. (3.4.4.2.F)	optional	Candidate
	7.4 Scholarship Awards	A list of awards or recognition for scholarship. (3.4.4.2.I)	optional	Candidate

Links

FHSS R&S Guidelines
FHSS College R&S Expectations Document
University Rank and Status Policy