

## Dean's Office Third-Year Review Checklist

One original hardcopy of Appraisal Signature Sheet and Recommendation form and one electronic PDF organized in the order below. Please use tabs between each item. Inclusion and order of *other* materials are at the discretion of the faculty member and may accompany the file in a supplementary folder/notebook.

Faculty Member's Name: \_\_\_\_\_ Dept. \_\_\_\_\_

- \_\_\_ 1. [Dean's 3<sup>rd</sup>-Year Review Checklist](#)
- \_\_\_ 2. [3<sup>rd</sup>-Year Appraisal Signature Sheet and Recommendation Form](#)  
(Please be sure the faculty member has reviewed and signed.)
- \_\_\_ 3. **Dean's evaluation and written recommendation** (to be added by Dean's Office)
- \_\_\_ 4. **Department Chair's evaluation and written recommendation.**
- \_\_\_ 5. **P&T Committee narrative evaluation and written recommendation.**  
(Please note--this narrative must evaluate the following areas: **scholarly contributions to knowledge, effectiveness in teaching, research, and governance, and professional service. See PSU P&T Guidelines**). Please include:
  - A one- to two-page summary written by Department P&T Committee of teaching evaluations, including numerical evaluations and representative written student comments.
  - History of courses, by term, since last promotion, including student enrollment information
  - Documentation used by the P&T Committee to evaluate the faculty member's university/community service (optional).
  - List of graduate students supervised.
- \_\_\_ 6. **Internal letters** of support (if any).
- \_\_\_ 7. **Self-appraisal of scholarly agenda and accomplishments**  
(See PSU P&T Guidelines)
- \_\_\_ 8. **Curriculum Vitae**  
(Use format in Appendix I of the P&T Guidelines.)
- \_\_\_ 9. **Copies of the original Notice of Appointment letter and Supplementary Letter of Offer.**