CHECKLIST FOR FIVE-YEAR REVIEW

For Professor, Professor In Residence, Professor of Clinical ___ series only, Professional Research, Adjunct Professor, Lecturer SOE, Sr. Lecturer SOE, Lecturer with potential for SOE, Sr. Lecturer with potential for SOE, Supervisor of Physical Education.

Review period: Since last review.

Chair's letter makes one of three recommendations:

1. Advancement. Department prepares a full merit or promotion packet.

2. No advancement--performance satisfactory.

3. No advancement--performance unsatisfactory. If the department review finds the performance unsatisfactory, then the candidate, working with the chair, develops a plan for progress.

Department will provide to the dean's office the following (original and two copies):

___ Department letter of evaluation:

___ Report of the nature and extent of consultation and the vote of faculty members in the department, if required by department's voting procedures and Bylaw 55.

___ An evaluation of teaching effectiveness, analysis of the quality of the research and an evaluation of service contributions and professional competence.

___ Plan for progress.

___ Signed Candidate's Disclosure Certificate.

___ Position Description (if applicable), with a listing of percentage effort expected for each activity, signed by the department chair and candidate.

___ List of courses taught during the review period, if applicable.

___ Teaching, Advising, and Curricular Development Record, if applicable.

___ List of service activity.

___ List of contributions of jointly authored works (numbering corresponds with numbering on publications list(s)).

8/8/03, rev. 7/9/04, 6/7/05, 2/13/06
___ Complete list of publications (draw line at last approved action):

___ Indicate with an asterisk (*) those publications for which reprints are attached.

___ Indicate with a plus (+) those publications most important.

___ In press items must include acceptance letter(s) or email(s) indicating that item(s) have been accepted for publication, unless it is a galley proof. Place letter(s) behind in press list in dossier(s).

Note: The term "in press" designates works that have been accepted for publication without revision. Book contracts are not considered an "in press" item.

SUPPORTING DOCUMENTATION (will be returned to department).

___ Items published or in press. (Copies of submitted manuscripts may be included at the option of the candidate.)

___ Student evaluations (one complete set of original evaluations from two courses), preferably courses with the highest enrollment and preferably representing a range of courses taught (e.g., upper division and lower division).

Dean's office will provide the material above (original and one copy), as well as:

___ Dean's recommendation letter