

FIVE YEAR REVIEW Dossier Checklist

Per **APM 200-0**, "Every faculty member shall be reviewed at least every five years." Please see The CALL, **Appendix 12, III** for those academic titles that apply. "The purpose of the five year review is to identify any impediments to success; to develop, where applicable, alternative strategies for improvement; and to assess the likelihood that the faculty member will earn a normal advancement to the next step or rank within a designated period following the five-year review. The criteria to be used are those applicable to the individual's next normal step or rank -- i.e., the standards pertinent to the faculty member's potential advancement or promotion."

"This procedure is designed to be flexible and is intended to be an informal process for reviewing those faculty members to whom the mandate applies. The flexibility and informality of the procedure reflect a shared understanding that the additional review burdens imposed by the mandate should be kept at a minimum for Department Chairs."

Taking the above into consideration, the Chair should formally meet with the faculty member to discuss the individual's accomplishments in teaching, research, professional activity, and service during the previous five year period. A letter indicating the substance and outcome of the discussion should be prepared. The letter should report the individual's accomplishments in teaching, research, professional activity and service, and offer a recommendation, if necessary, as to what further steps are needed for improvement in a particular area.

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Faculty Name:

Effective Date:

Date submitted to the Dean

JOINT APPOINTMENT?

Yes
No

IF YES, OTHER DEPARTMENT:

DOCUMENTS

NOTES AND REFERENCE

<input type="checkbox"/>	Cover Page	For FIVE YEAR REVIEW
<input type="checkbox"/>	Employment History	(Dean's Office)
<input type="checkbox"/>	Data Summary Pages**	Pages 3-7 faculty initials lower right corner
<input type="checkbox"/>	Self Statement	A faculty member who is undergoing a five year review is asked to provide to his Chair an informal essay (1-3 pgs) summarizing the accomplishments and the important aspects of his/her work for the period under review
<input type="checkbox"/>	Department Assessment (Chair's Letter)	There is no vote for this review. The letter should report the individual's accomplishments in teaching, research, professional activity and service, and offer a recommendation, if necessary, as to what further steps are needed for improvement in a particular area. Future plans for the faculty member undergoing this review can be included in the letter. (ie. Academic activities which are planned for the faculty member and also, any future academic personnel actions which might be proposed.)
<input type="checkbox"/>	Updated CV	
<input type="checkbox"/>	Five Yr Review Certification Page	This page must be read and signed by the candidate
<input type="checkbox"/>	Publications and Teaching Evaluations	For the period under review

*It is acceptable to forward only the Five Year Review Cover Sheet, Chair's statement reporting the outcome of the review, teaching evaluation summaries for relevant period, certification page and an updated CV. ****If a self-statement or chair's letter describes various activities the data summary pages should be completed***

Approval:

a. Dean's Final. "Where the Dean is responsible for a final action in the Five-Year Review, the Dean, after considering the document(s) submitted by the Department Chair, determines the outcome of the review, and sends a letter reporting the outcome to the Department Chair with a copy for the faculty member."

b. Chancellor's Final. "Where the Chancellor is responsible for final action, the Dean transmits the material submitted by the Chair together with the Dean's statement. The Chancellor determines the outcome of the review, and sends a letter reporting the outcome to the Department Chair, with a copy to the Dean and a copy for the faculty member."