

Case Western Reserve University
College of Arts and Sciences

**THIRD-YEAR REVIEW
COVER SHEET**

FACULTY MEMBER _____

DEPARTMENT _____

PRESENT RANK _____

FACULTY MENTOR(S) _____

TENURE STATUS

Faculty member entered the tenure track _____

Faculty member must stand for tenure no later than (give academic year) _____

MATERIALS TO BE INCLUDED IN THE FILE:

Case Documents:

- _____ Cover Sheet
- _____ Guidelines and Evaluation Criteria: Department, College, University

Documents Provided by the Candidate:

- _____ C.V. (including list of publications--C.V. must be dated)
- _____ Statements of Research, Teaching, and Service
- _____ Publications (3 only)

Documents Provided by the Department:

- _____ Numerical Statistical Data and Narrative Overview of Course Evaluations
- _____ Narrative Overview of Classroom Visits
- _____ Narrative Overview of Teaching Portfolio
- _____ Copy of Annual Reviews in the Tenure-track

Case Evaluations:

- _____ Evaluation – Department Faculty or Members of Special P/T Committee
(include names of all eligible participants and thorough summary of discussion)
- _____ Evaluation – Committee on Appointments *
(include names and thorough summary of discussion)
- _____ Evaluation – Dean *

* Will be supplied by the dean's office