Date

To: Chair, Chair of the Department of \_\_\_\_\_\_\_

From: Dr. Anadeli Bencomo, Dean of the College of Liberal Arts

Re: Third Year Review

Our records indicate that **\_\_\_\_\_\_\_\_\_\_\_** is due for a Third-Year Review. Please ensure that this process is completed by **May 15, 2024**, at which point the Dean’s Office should receive the candidate’s materials, the Departmental Committee’s review of the candidate, and the Chair’s review of the candidate.

The candidate’s Third Year Review portfolio should include the following:

* Current curriculum vitae
* A 3 page statement summarizing the candidate’s accomplishments as well as a research plan on publications/creative agenda for the remaining time on the tenure clock
* Annual faculty evaluations (PARs) for each year the candidate has been at UTEP

(the evaluation with Chair’s and Dean’s comments and scores, not the PAR documents submitted by faculty)

* Student teaching evaluations, raw and a summary document that shows scores across time, courses, etc.)
* Peer observations of teaching
* Include startup research plan (if hired for the 2023-24 academic year or later)

Please see the attached guidelines for further clarification.

Thank you.

xc: faculty member