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 2022, 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 2-3 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 PAR evaluations for each year the candidate has been at UTEP (just the evaluation with Chair’s and Dean’s comments, not the PAR submitted by faculty)
- Student teaching evaluations
- Peer observations of teaching
- Committee’s evaluation memo
- Chair’s evaluation memo

Please see the attached guidelines for further clarification.

Thank you.

xc: faculty member