

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 14, 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.

Commented [BCR1]: Second Friday of May

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