

Third Year Review Checklist

Please submit the following information to the Dean's office in the order given:

- Faculty vote tallies (including number of faculty who didn't vote)
- A faculty report signed by a representative of the faculty. This report should include evaluation of scholarship, teaching (including faculty observation of teaching) and service. The faculty recommendation regarding term of appointment (when appropriate) should be clearly stated. If it exists, a similarly formatted minority faculty report and recommendation should be included here.
- Chair's independent report and recommendation.
- Reports from the faculty and chair in a secondary unit, when appropriate. In the case of joint appointments, this should include vote tallies, and faculty and chair recommendations as well.
- Candidate's signed statement contained in PS-36-T.09 states as follows:
 - *I am aware of the contents of my file and have had the opportunity to bring it up-to-date and to provide my annual report;*
 - *I have been notified of and had the opportunity to read the report and recommendation with regard to my appointment;*
 - *I have exercised, or else waived, my rights to discuss the report and recommendation with the unit leader from each unit in which I am employed; and*
 - *I understand that I have the right to provide a formal letter of response or rebuttal, with materials in support thereof, within seven calendar days to the unit leader and to the dean of my primary unit*
- Candidate's formal letter of response when such a letter exists.
- A signature of a member of the faculty on a separate page, which states that the above materials are accurate and complete; alternatively this faculty member may add a supplementary report.
- Biographical Information: A page that lists educational information (institution, degree, and date awarded) and professional experience of the candidate.
- PS-36-T format Curriculum Vitae: The chair provides information on 1.1, "History of Assignments." The candidates provides the remainder of the vita, numbering and addressing each item. For a copy of the format, see the LSU HRM website. The item "C.V. and Supporting Documentation for PS-36-T and PS-36-NT" is near the middle of the page.
- All annual performance evaluations and annual reports.
- LSU students teaching evaluations for the three years under review.

Please return an electronic version (pdf file) on a portable drive to Kellie Guy. We also ask that departments retain an electronic and original paper copy of all promotion, tenure, and reappointment reviews.