Checklist for 3rd year review

Need from Candidate (to be put on Blackboard by Chair’s Assistant)

1. Curriculum Vitae
2. Teaching and Research Statement:
   a. Time at Cornell
   b. Research and Publications
   c. Future Plans and Timeline
   d. Teaching and Advising
3. Syllabi and Course Descriptions
4. Publications
   a. Published Books
   b. Published Articles
   c. Articles Under Review

Department responsibility (does NOT go up on Blackboard)

1. Chair’s letter
2. Appointment Letter
3. Student Course Evaluations
4. Classroom observations (to be arranged by chair)

Time frame for 3rd year review

1. Candidate turns in materials by December 15
2. Tenured faculty review materials by March 15
3. Chair writes summary letter and circulates to tenured faculty
4. Chair gives final version of summary letter to candidate
5. Chair sends final version of summary letter to Dean by the end of March