**3-year review**  **5-year review**

Candidate Department & IUSM Campus

Current Rank Date of Tenure track appointment

Self-Declared Area of Excellence: Teaching Research Service

**Candidate Responsibility**

Curriculum vitae *(in IUI format)*

Candidate’s personal statement *(preferred five pages maximum)*

Teaching evidence *(all faculty must be adequate in teaching; evidence required for adequate)*:

Statement of teaching philosophy, load, and goals

Statement *summarizing* peer evaluations of teaching & *reflections* on learner evaluations.

All Faculty Annual Reviews as tenure track faculty *(may be added by department)*

IU School of Medicine P&T Committee’s Three-Year review feedback letter *(only applicable for Five-Year review*

*candidates)*

**Department/Regional Campus Responsibility**

Regional Campus Dean’s letter in response to Primary Committee evaluation *(if applicable)*

Department Chair’s letter in response to the Primary Committee evaluation

Department Chair’s or Regional Campus Dean’s Intellectual Diversity Attestation form

Primary Committee's evaluation, including recommendations for areas that need strengthening (if any), the names of the committee members, and the vote record. *Note: there must be at least four voting members, not including abstentions; voting members must be tenured and hold a higher rank than the candidate holds.*

Record the exact vote in the Vote Record section below.

Assemble the dossier as a ***PDF Portfolio*** in the following order:

Section 01 Checklist

Section 02 Review Level 1 *(includes: Regional Campus Dean Letter, if applicable, Department Chair*

*Letter, Intellectual Diversity Attestation Form, and Primary Committee Letter)*

Section 03 Curriculum vitae

Section 04 Personal statement

Section 05 Teaching evidence

Section 06 Faculty Annual Reviews

Section 07 Three-Year review feedback letter *(only applicable for Five-Year review candidates)*

Name the portfolio file using the candidate’s “Last name, First name – DEPT” (i.e., Smith, John – PED)

Upload the PDF portfolio no later than February 1 to your department-specific OneDrive folder.

**Vote Record**

Primary Committee Adequate Inadequate Abstain

Regional Campus Director (if applicable) Adequate Inadequate Abstain

Department Chair Adequate Inadequate Abstain