[ ]  **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