Third-Year Review Checklist

WTAMU uses an electronic Faculty Information System for faculty review. All third-year review and promotion and/or tenure candidates will use Review, Promotion and Tenure (RPT) in Interfolio for this process. Each candidate will receive a Case in Interfolio in late May or early June as a place to upload the documents required for the review. Please see details in the Faculty Handbook section on Promotion and Tenure.

Below is a checklist you may find helpful for preparing your portfolio/case for review.

_____ As a candidate for third-year review, you should receive notification of a meeting regarding Third-Year Review and Promotion & Tenure from the Provost's office before May 15.

_____ Receive your Case in Interfolio by early June. You can begin work on your files in your Interfolio Dossier account and then move them to your Case in RPT.

_____ Add/update activities in Interfolio that will be on your curriculum vita. The RPT system will automatically pull over your vita from Faculty 180 in Interfolio. Please ensure that you update your activities in Faculty 180. Each time you do, you must click on Regenerate under Actions on the right side of Vita section inside your case/packet. This will update the vita with whatever you have added.

_____ Prepare and upload the Candidate's Self-Assessment in Instructional Responsibilities to Section II of your Case in Interfolio.

_____ Prepare and upload the Candidate's Self-Assessment in Intellectual Contributions to Section II of your Case in Interfolio.

_____ Prepare and upload the Candidate's Self-Assessment in Professional Service to Section II of your Case in Interfolio.

_____ Upload all summary forms from the Annual Review of Faculty completed by the direct supervisor for each year of the review period in Section III. Please upload in descending chronological order with the current year first.

_____ Upload copies of all Recommendation for Continuation of Probationary Appointment forms for the review period to Section IV of your Case in Interfolio. Please upload in descending chronological order with the current year first.

_____ Upload a tabulation of University-wide student evaluations of teaching effectiveness to Section V.

_____ Upload a tabulation of peer evaluations of teaching effectiveness or letters to Section V (if applicable).

_____ Upload a tabulation of self-designed student evaluations of teaching effectiveness as summarized by the candidate (if applicable).

_____ Upload the summary sheets of grade distributions from Institutional Research for courses taught during the review period. These are available on the IR website at http://analytics.wtamu.edu/gradeDist/index.html

_____ Check that all documents have uploaded correctly into Interfolio. You can click on Preview at the top right of the page to view how reviewers will see your packet.

_____ Regenerate the vita one last time.

_____ Click Submit when ready. While you can submit each section separately, it is better to submit the entire packet at once when all sections are complete. Once the sections are submitted, you will no longer have access to it. Note, the electronic portfolio is due by 5:00 pm on September 15.