

Dean's Checklist: Non-Tenure Track Instructional Faculty Milestone Review

OAA will accept electronic milestone review dossiers when a faculty member requests a reconsideration of the Dean's decision. Otherwise, all Milestone Reviews stop at the Dean's level.

Dean's Checklist:

1. Appraisal signature sheet and recommendation form

Please be sure the faculty member has reviewed the dossier and signed the form (before the Dean's review), and that all committee members, the Department Chair, and the Dean have entered their recommendations and signed the form.

2. Provost's evaluation and written recommendation (placeholder – will be added at OAA when applicable)

3. Dean's evaluation and written recommendation

4. Department Chair's evaluation and written recommendation

5. Milestone Review Committee narrative report and written recommendation

The University P&T Guidelines require that the Committee's report address the following areas: effectiveness in teaching, effectiveness in research, and/or effectiveness in community outreach whenever each is part of a faculty member's responsibilities, and governance and professionally-related service.

6. External letters of support (if any)

7. Internal letters of support (if any)

8. Cumulative self-appraisal

Please see the University P&T and departmental guidelines for the evaluation criteria and required evidence.

9. Curriculum Vitae

The University P&T Guidelines state that the C.V. should be in the format in Appendix I and follow applicable sections of the PSU Promotion and Tenure format.

10. Supplementary material

The inclusion and order of other relevant materials are at the discretion of the faculty member. See University Guidelines for when supplemental materials may be added by the faculty member and considered in the review process.

11. Copies of the original faculty appointment letter and current position description

12. Annual reviews from years 1-5 (from the Annual Review Committee)

13. Appropriate and relevant quantitative and/or qualitative summaries of student evaluations or other teaching assessments

As defined for this purpose by the department (i.e., mean and standard deviation, or median and interquartile range), or appropriate teaching assessments since the last review.

14. Representative syllabi and/or other pedagogical materials from the six-year review period