Template for Unit Administrator’s Report; 3rd Year Review

Unit or College Logo

Date: DATE

To: NAME, Dean

From: Unit Administrator NAME, TITLE

Re: Unit Administrator’s Report for Dr. NAME

I have reviewed the faculty, staff and student feedback, the complete dossier and the unit third year review committee report for Dr. NAME. Dr. NAME is making excellent progress towards promotion and tenure.

**Teaching & Advising: Does Not Meet/Meets/Exceeds Expectations**

* *Summarize findings at all levels of teaching and/or advising*
* *Provide an overall unit review*
* *Provide a clear conclusion/summary*

**Scholarship & Creative Activity: Does Not Meet/Meets/Exceeds Expectations**

* *Summarize findings at all levels of research/scholarship*
* *Provide an overall unit review*
* *Provide a clear conclusion/summary*

**Outreach & Extension: Does Not Meet/Meets/Exceeds Expectations**

* *Summarize findings at all levels of outreach and/or extension*
* *Provide an overall unit review*
* *Provide a clear conclusion/summary*

**Service & Leadership: Does Not Meet/Meets/Exceeds Expectations**

* *Summarize findings at all levels of service and/or leadership*
* *Provide an overall unit review*
* *Provide a clear conclusion/summary*

# **Summary**

*This report should evaluate the faculty member’s progress toward promotion or tenure and should provide guidance regarding the steps necessary to continue making progress.*