

IOWA STATE UNIVERSITY  
COLLEGE OF ENGINEERING

**Preliminary Review Checklist**

Effective Spring 2020

Candidate Name:

Department:

- ☐ Cover Sheet
- ☐ PRS
- ☐ CV ([use CoE Vita Template](#))
- ☐ Candidate self-assessment ([use CoE Portfolio Template](#))
- ☐ Department review committee memo to Department Chair summarizing strengths, concerns, and reservations in relation to candidates' areas of responsibility
- ☐ Department chair's letter to candidate referencing the contents of the committee's memo, and adding additional perspectives, to provide specific actional feedback to the faculty member as well as a recommendation regarding reappointment

Communication to candidate to occur on or before college deadline to submit dossiers;

- ☐ Department review committee chair has sent committee memo to candidate
- ☐ Department Chair has sent their letter to candidate
- ☐ Dean's reappointment decision letter including any additional feedback to candidate

Reminders:

NEW letters of intent generated in July following review process