Departmental Checklist for C/9 Promotions to Senior Lecturer - Required Items for DOF DropBox Submission

☐ F2 Reappointment/Promotion Form
  o Signed and scanned as an IMAGE.
  o Must include salary recommendation, department vote information, anticipated effective date, proposed rank, and chair signature.
  o Appointment end date may be (a) end of current term, or (b) new term of 1 semester up to 5 years. Consult with DOF in advance of submission with any questions related to term dates.

☐ Candidate CV and Bibliography
  o Submit as one document.
  o Do not include copies of publications or reviews.

☐ Candidate Personal/Teaching/Research Statement (optional)
  o May include teaching and advising accomplishments, pedagogical strategies, mentoring experience, and/or future plans.

☐ Chair’s Report – Submit as one document
  The chair’s report should include:
  o Statement on how candidate has and will continue to impact instructional program or curriculum;
  o Summary of evidence of teaching quality;
  o Summary of evidence related to quality of student advising, AI mentoring, and/or collaboration with other teaching faculty;
  o Summary of service to the department (if applicable);
  o Scholarly evaluation (standing in field and/or pedagogy, if applicable);
  o Review of departmental discussion and vote;
  o Justification of salary recommendation, if not the standard increase.

☐ Department Committee Report (if available)

☐ Internal Letters
  o May be submitted by departmental and non-departmental faculty, co-instructors, staff members, and/or AIs who have taught in courses with the candidate.
  o Minimum of 3 internal letters required, maximum of 6.
  o Names of letter-writers may be suggested by the candidate, but must be written for promotion recommendation purpose.
  o Submit as one document.

☐ Optional Items for DropBox Submission:
- Candidate’s Personal/Teaching/ Research Statement (see above).
- Sample of course syllabi or other teaching materials. Two items maximum; may be links to internet-accessible sources. – Submit as one document, naming it “Teaching Materials.”
- Student Letters. May include current and former undergraduate and grad students. Maximum of 3 letters. Must be written for promotion recommendation purpose. -- Submit as one document.