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

☐ **F2 Reappointment/Promotion Form**

- Signed and scanned as an IMAGE.
- Must include department vote information, anticipated effective date, proposed rank, salary recommendation, and chair signature.
- 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**

- Submit as one document.
- Do not include copies of publications or reviews.

☐ **Candidate Personal/Teaching/Research Statement (optional)**

- 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:

- Statement on how candidate has and will continue to impact instructional program or curriculum;
- Summary of evidence of teaching quality;
- Summary of evidence related to quality of student advising, AI mentoring, and/or collaboration with other teaching faculty;
- Summary of service to the department (if applicable);
- Scholarly evaluation (standing in field and/or pedagogy, if applicable);
- Review of departmental discussion and vote;
- Justification of salary recommendation, if not the standard increase

☐ **Department Committee Report (if available)**

☐ **Internal Letters**
May be submitted by departmental and non-departmental faculty, co-instructors, staff members, and/or AIs who have taught in courses with the candidate.

- Minimum of 3 internal letters required, maximum of 6.
- Names of letter-writers may be suggested by the candidate, but must be written for promotion recommendation purpose.
- 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.