

## DEPARTMENTAL CHECKLIST

### Reappointment of Lecturer (Including Instructor and Lecturer with Rank of Professor)

**F-2 Reappointment Form (signed and scanned as an *IMAGE*)**

**Evaluation as Teacher and Scholar**

Describe effectiveness as a teacher of undergraduate and/or graduate students and special qualifications for this position. Assess general standing as a scholar; competitive standing in fields of special competence; especially significant contributions to the field, the advancement of knowledge and originality.

- **Teaching Responsibilities**

Indicate teaching and/or advising responsibilities per semester, noting the duty time percentage and FTE fraction for each assignment.

-OR-

- **Search Committee Report**

Please include description of teaching and/or advising responsibilities per semester, noting the duty time percentage and FTE fraction for each assignment.

**Curriculum Vitae**

**Offer Letter (if any)**

**Acceptance Letter (if any)**

**Reappointment Committee Report (if any)**

**Proof of PhD (if received since last appointment)**

**Background Check (HireRight criminal history and education verification)**

Please read the [Background Check Policy](#) to determine whether a background check (and what type) is required.

**Recent Numerical Course Evaluations (run from the CollegeNet Course Evaluation system and saved as one PDF file)**

**Search Report Form (signed and scanned as an *IMAGE*)**

**Search Report Summary (one PDF reflecting answers to questions 1-7 on form)**

