

**Departmental Checklist – New Appointment – Senior Lecturer
Faculty Committee on Appointments and Advancements in the Lecturer Ranks (C/9)**

- New Appointment eForm**
 - Include rank, start date, end date, proposed 9-month salary rate, and faculty vote information, .
 - Appointment end date may be a term of between 1 semester and 3 years. Consult with ODOF in advance of submission with any questions related to term date.

Important: After filling in this information and uploading the requisite files, please click “save,” rather than “submit.” After the C/9 approves the appointment, we will contact you to continue the process and submit the complete eForm.

On the document upload page of the eForm, please attach the following PDF documents (in this order):

- Chair’s/Director’s Report**

This document should function as an introduction to the file and summarize the candidate’s strengths and the rationale for hiring them at this rank. It should include details related to the appointment, including a description of what the candidate would be expected to teach and do during the appointment period. As appropriate, the report should provide an evaluation of external scholarship and standing in the field, which may include pedagogical scholarship, research publications, professional leadership, exhibitions and performances, and awards.

Please also include the following in the Chair’s/Director’s Report:

- Assessment of previous impact on instructional program/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 in previous departments (if applicable);
- Scholarly evaluation (publications in field and/or pedagogy);
- Review of departmental discussion and vote

- Search Committee Report** (if available)

- Candidate CV/Bibliography**

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

- Candidate’s Personal/Teaching/Research Statement** (required)

- This may include the candidate’s philosophy and practices related to teaching and advising, as well as pedagogical scholarship, innovation, reform, development and/or future plans.

- Letters of Reference**
 - Minimum of 3 letters, maximum of 6, to be uploaded as one PDF document. These letters can be written by departmental and non-departmental faculty, co-instructors, staff members, and/or AIs that have taught courses with the candidate in the past. The 3 letters submitted with the AHIRE application are generally sufficient, as long as they address teaching aspects of the candidate's profile.

- Student Letters** (if available)
 - May include current and former undergraduate and grad students. Maximum of 3 letters. Must be written in support of applicant's appointment. Submit as one PDF document.

- Teaching Material** (if available)
 - Samples of course syllabi or other teaching materials. Two items maximum; may be links to internet-accessible sources. Submit as on PDF document, 10 pages maximum.
 - Quantitative course evaluations from other institutions may be uploaded here as well.

After approval by C9, submit the following additional items to complete the new appointment via eForm:

- Offer Letter**

- Acceptance Letter**

- Correspondence (if any)**

- Background Check (HireRight criminal history verification)**

- Proof of PhD**

- Degree Verification (if degree other than PhD)**

- [Search Report Form](#) (in PDF format, signed by chair and search officer)**

- Search Report Summary (with answers to questions 1-4, including AHIRE Search Report)**