

**Departmental Checklist – Promotion – Senior Lecturer C9
Faculty Committee on Appointments and Advancements in the Lecturer Ranks (C/9)**

Required Items for DropBox Submission

- F-2 Reappointment/Promotion Form
 - Signed and scanned as an IMAGE.
 - Must include salary recommendation, department vote information, anticipated effective date, proposed rank, 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.