

**Departmental Checklist - Promotions to University Lecturer or Professor of the Practice
Faculty Committee on Appointments and Advancements in the Lecturer Ranks (C/9)**

Submit promotion cases and their corresponding materials via [Interfolio](#).

NOTE: Dossiers for promotion to the ranks of University Lecturer and Professor of the Practice should not exceed **60 pages** in length.

<input type="checkbox"/>	<p>Promotion Form</p> <ul style="list-style-type: none"> - Complete the form within Interfolio
<input type="checkbox"/>	<p>Voting Form</p> <ul style="list-style-type: none"> - Complete the form within Interfolio
<input type="checkbox"/>	<p>Curriculum Vitae and bibliography</p> <ul style="list-style-type: none"> - Submit as one document
<input type="checkbox"/>	<p>Candidate’s Personal/Teaching/Research Statement</p> <ul style="list-style-type: none"> - 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 plan.
<input type="checkbox"/>	<p>Teaching Materials (optional)</p> <ul style="list-style-type: none"> - Samples of course syllabi or other teaching materials. Two items maximum; maybe links to internet-accessible sources. Submit as PDF document, 10 pages maximum. - Quantitative course evaluations from other institutions may be uploaded here as well.
<input type="checkbox"/>	<p>Chair’s/Director’s Report</p> <p>This document should function as an introduction to the file and summarize the candidate’s strengths and the rationale for promoting them to this rank. It should include 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.</p> <p>The chair’s/director’s report should include:</p> <ul style="list-style-type: none"> - Statement on how the candidate has and will continue to impact instructional program or curriculum;



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	<ul style="list-style-type: none">- Summary of distinguished accomplishment in curriculum development and/or demonstrated eminence in the area of practice;- 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; and- Justification of salary recommendation, if not the standard increase.
<input type="checkbox"/>	Search Committee Report (optional)
<input type="checkbox"/>	External Referee Letters Submit as one document: <ul style="list-style-type: none">- Minimum of 3 external letters required; maximum of 6.<ul style="list-style-type: none">o One external letter may come from referee suggested by the candidate.o At least two external letters must be solicited independently by the department.- List of External Referees - Use the C9 Department List of Referees Template.- Sample department letter to external referees.
<input type="checkbox"/>	Student Letters <ul style="list-style-type: none">- May include current and former undergraduate and grad students. Maximum of 3 letters.- Must be written in support of applicant's promotion. Submit as one PDF document.
<input type="checkbox"/>	Internal Letters of Reference (optional) <ul style="list-style-type: none">- Maximum of 3 letters, to be uploaded as one document. These letters can be written by departmental and non-departmental faculty, co-instructors, staff members, and/or AIs who have taught in courses with the candidate in the past.- The names of letter-writers may be suggested by the candidate, but the letters must be written for promotion recommendation purposes.