

**Departmental Checklist -- Reappointment of Senior Lecturer, University Lecturer,
and Professor of the Practice - Items for Submission to ODOF Dropbox**

- [F2 Reappointment/Promotion Form](#)
 - Signed and scanned as an IMAGE.
 - Must include salary recommendation, department vote information, effective start and end dates, and chair signature.
 - Appointment end date may be a term of between 1 semester and 5 years. Consult with ODOF in advance of submission with any questions related to term dates.

- Curriculum Vitae

- Personal /Teaching/Research Statement (optional, but strongly recommended if multi-year appointment) -- This may include self-assessment of teaching and advising, as well as review of pedagogical scholarship, innovation, and development of future plans.

- Reappointment Committee Report (optional, but strongly recommended if multi-year appointment)

- Evaluation as Teacher and Scholar
 - Assess effectiveness as teacher of undergraduate and/or graduate students during previous term of appointment;
 - Describe and assess work on curriculum development and related administrative responsibilities;
 - Assess effectiveness in training AIs (if applicable);
 - Assess general standing as a scholar, including professional activities that involve outside peer review and/or recognition.

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

- Offer Letter (if any)

- Acceptance Letter (if any)

- Correspondence (if any)

- Recent Numerical Course Evaluations
 - Run from the CollegeNet Course Evaluation system and save as one PDF file.