

**Departmental Checklist for Reappointment of Senior Lecturer - Required Items for
DOF DropBox Submission**

- [F2 Reappointment/Promotion Form](#)
 - Signed and scanned as an IMAGE.
 - Must include salary recommendation, department vote information, anticipated effective date, and chair signature.
 - Consult with DOF in advance of submission with any questions related to term dates.

- Curriculum Vitae

- Evaluation as Teacher and Scholar
 - Assess effectiveness as teacher of undergraduate and/or graduate students;
 - 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.

- Optional Items for DropBox Submission:
 - Candidate's Personal/Teaching/Research Statement (if multi-year term appointment).
 - Reappointment Committee Report (if multi-year term appointment).