

CHECK LIST FOR SENIOR LECTURER DOSSIERS

Information included in the dossier in the order listed, with a tab for each item.

Enclosed

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| 1. Recommendation of college dean | _____ |
| 2. Recommendation of Appointment, Promotion, and Tenure Committee | _____ |
| 3. Recommendation of department chair | _____ |
| 4. Recommendations of directors of centers, institutes or other departments with which the candidate may be associated (as appropriate) | _____ |
| 5. Up-to-date curriculum vitae or resume | _____ |
| 6. List names and ranks of faculty members in the educational unit and written opinion of each tenured and tenure-track faculty member and other departmental senior lecturers | _____ |
| 7. Copies of merit reviews since the date of hire | _____ |
| 8. Description of the procedural steps used within the department and how these were communicated to the lecturer | _____ |
| 9. Departmental lecturer evidences statement (as appropriate) | _____ |
| 10. The Teaching Portfolio | _____ |
| 11. Candidate's personal statement on service (as appropriate) | _____ |
| 12. Letters from students pertaining to candidate's instruction | _____ |
| 13. List of, and representative samples from, articles or other creative productivity (as appropriate) | _____ |
| 14. List of proposals submitted and grants received (as appropriate) | _____ |
| 15. Information or materials relating to professional status and activity, including copies of awards received | _____ |
| 16. Information or materials relating to University and public service | _____ |
| 17. Distribution of Effort agreements since appointment | _____ |