CALS CHECKLIST FOR
PROMOTION OF LECTURER TO SENIOR LECTURER

Unit Name: ____________________________________________________________

Candidate’s Name: ____________________________________________________________

Appointment Dates: ____________________________________________________________

- Promotion of Lecturer to Senior Lecturer Checklist and Signed Attestation
- Current Position Responsibilities
- Initial Position Description
- Subsequent Changes
- New Position Description
- Chair’s Letter
- Annual performance evaluations
- CV
- Duties and responsibilities of the individual’s position
- Syllabi for all courses taught in the last two years
- Statement on teaching philosophy and goals
- Statement on teaching accomplishments
- List of courses taught since last appointment, with enrollments in each
- A table summarizing student course evaluations since last appointment
- A list of invited lectures on and off campus during the past three years

We have reviewed the reappointment package and to the best of our understanding, met all the requirements in the guidelines. We understand that missing or incorrect items could result in possible delay of the reappointment process.

__________________________________________                       ____________________
Signature of Chair                      Date

__________________________________________                       ____________________
Signature of Preparer                      Date