**FORM 21**

**LECTURER PROMOTION CHECKLIST**

**CANDIDATE NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE HIRED \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FOR PROMOTION TO: Senior Lecturer Master Lecturer (circle)**

**OFFICE / DEPARTMENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE EXT. \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DEPARTMENT PROMOTION**

**COMMITTEE CHAIR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE EXT.­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **PAGE** | **#** | **CHECKLIST ITEM** | **Chairperson****Initials** |
| **i** | **1.** | Checklist (this page)  | **\_\_\_\_\_\_\_\_** |
| **\_1\_** | **2.** | Application Form | **\_\_\_\_\_\_\_\_** |
| **\_\_\_** | **3.** | Curriculum vitae | **\_\_\_\_\_\_\_\_** |
| **\_\_\_** | **4.** | Executive Summary | **\_\_\_\_\_\_\_\_** |
| **\_\_\_** | **5.** | Job Description (from initial job posting) | **\_\_\_\_\_\_\_\_** |
| **\_\_\_** | **6.** | Courses Taught and Adjusted Load (current review cycle) | **\_\_\_\_\_\_\_\_** |
| **\_\_\_** | **7.** | Approved Department Promotion Criteria Document * Weight and interpretation of criteria
* Evaluation procedures
* Role of chairperson
* Definition of terminal degree
 | **\_\_\_\_\_\_\_\_** |
| **\_\_\_** | **8.** | Teaching/Professional Performance:* Self-appraisal of professional performance (including student evaluations, peer evaluations, and other assessments of teaching)
* Student evaluations (current cycle)
* Peer evaluations (current cycle)
* Plans for future growth
 | **\_\_\_\_\_\_\_\_** |
| **\_\_\_** | **9.** | Professional Development* Self-appraisal
* Plans for future growth
 | **\_\_\_\_\_\_\_\_** |
| **\_\_\_** | **10.** | Service to the University, Wider, and Professional Community* Self-appraisal
* Plans for future growth
 | **\_\_\_\_\_\_\_\_** |
| **\_\_\_** | **11.** | Departmental/Committee evaluation, numerical vote, and minority report (if necessary)ENSURE THAT ALL SIGNATURES ARE PRESENT | **\_\_\_\_\_\_\_\_** |
| **\_\_\_** | **12.** | Supplemental Folder (if needed). (All prior evaluations since last promotion) | **\_\_\_\_\_\_\_\_** |

**SUPPLEMENTAL FOLDER:** CANDIDATES MAY ALSO INCLUDE ONE (1) COPY OF ANY SUPPLEMENTAL DOCUMENTATION TO SUPPORT HIS/HER APPLICATION (PDF). THIS FILE WILL BE AT THE DISPOSAL OF EACH REVIEWING PARTY THROUGHOUT THE DELIBERATIONS PROCESS.