**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 and/or 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.