

## Checklist for Lecturer Rank Promotions

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Promotion to:

Senior Lecturer

Principal Lecturer

*Organize promotion materials according to the following:*

1. FORM L: NTT Faculty Review Recommendation
2. College dean's recommendation.
3. Department chair/school dean's recommendation and a draft letter of promotion.
4. Evaluation of academic performance that summarizes strengths and weaknesses. Clearly states recommendation regarding promotion and formal record of committee members and vote results.
5. *FORM F: Promotion and/or Tenure Recommendation, complete as applicable. In the future a committee will be formed to create a new form relevant to NTT lecturer rank promotions.*
6. FORM E - Teaching evaluation summary.
7. History of Teaching (Teaching Load – available from Activity Insight/Digital Measures).
8. A teaching strategy statement and teaching goals.
9. Vitae (available from Activity Insight/Digital Measures).
10. Student, peer, and senior peer evaluations. Any information added or changed should be noted.
11. Other supporting materials, if desired, e.g. committee work, papers, presentations, syllabi, etc. Do not add bulky materials.