

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/division director/school dean's recommendation and 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. Faculty Activity Report (Promotion and Tenure). This can be generated electronically using Digital Measures: <https://www.mtu.edu/provost/faculty/reporting/>
 - **Faculty must use the following date range:**
 - **Start Date: September 1, 2020**
 - **End Date: August 31, 2021**
 - The Form F that was used in the past is no longer being accepted.
6. FORM E: Teaching evaluation summary, including student course evaluations for the last three years
7. Student, peer, and senior peer evaluations. Any information added or changed should be noted
8. Other supporting materials, if desired, e.g. curriculum vitae, committee work, papers, presentations, syllabi, etc.

Faculty Signature