Checklist for NTT Lecturer Rank Promotion Checklist 2016-17

Name:________________________________________

Department:__________________________________

Promotion to:  □ Senior Lecturer      □ Principal Lecturer

Organize promotion materials according to the following:

1. FORM L: NTT Faculty Review Recommendation – 2016-17.
2. College dean’s recommendation.
3. Department chair/school dean’s recommendation and a draft letter of promotion.
4. Recommendation by department/school committee, or a summary of that recommendation as appropriate, together with a report of committee vote (with names of committee members, and vote).
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.
8. A teaching strategy statement and teaching goals.
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.