

Checklist for Lecturer Rank Promotions

Name: _____

Department: _____

Promotion to:

Senior Lecturer

Principal Lecturer

A Non-tenure-track (NTT) Lecturer Promotion Binder includes two sections.

- Faculty Binder Section
 - This section is completed by the faculty member before the binder goes to the administrative office.
 - Once submitted to the administrative office, the faculty member will no longer have access to the binder.
 - Items in this section of the checklist correlate to the last four sections of the binder titled Non-Tenure-Track (NTT) Lecturer Review and/or Promotion Recommendation.
- Administrative Binder Section
 - This section is completed by the administrative office after the binder is submitted by the faculty member.
 - Items in this section of the checklist correlate to the first seven items in the binder titled Non-Tenure-Track (NTT) Lecturer Review and/or Promotion Recommendation.

Faculty Binder Section (assembled by faculty member requesting promotion)

1. Teaching Evaluation Summary – include all formal student course evaluations for the last three years as well as most recent peer reviews.
2. 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, 2021**
 - **End Date: August 31, 2022**
3. Other supporting materials, if desired (e.g. curriculum vitae, committee work, papers, presentations, syllabi, etc.).

4. This checklist, signed (see below).

Administrative Section (assembled by administrative office personnel)

1. Form L: NTT Faculty Review Recommendation
2. Draft letter
3. College dean's recommendation
4. College dean's recommendation to faculty
5. Department chair's recommendation and optional draft letter. No recommendation required in this section for colleges without departments.
6. Committee's recommendation - memo to include an evaluation of academic performance summarizing strengths and weaknesses. Clearly states recommendation regarding promotion and formal record of committee members and vote results.
7. FORM E: Teaching Evaluation Summary

Candidate's review of initial contents of file:

I have reviewed the Checklist for Lecturer Rank Promotions.

I have provided and reviewed items 1-3 in the Faculty Section above.

The information I reviewed did not contain confidential comments.

I am satisfied that items 1-3 in the Faculty Section above are accurate and appropriate.

Candidate

Date