



## **Lecturer Promotion Dossier Guidelines for Document Administrators**

*(rev. 4.2023)*

### **Annual Reviews**

*Within this section, include:*

- a) Each annual review letter for the last 5 years or since the last milestone review, named:  
**YYYY Annual Review**

### **Unit Faculty Vote and Comments**

*Within this section, include:*

- a) Summary of Faculty Vote (use template on A&S website), named:  
**0. Summary of Faculty Vote**
- b) Report and recommendation of departmental committee, named,  
**1. Dept. Committee Recommendation**
- c) Individual department reviewer recommendations (use “Faculty/Committee Confidential Recommendation Form”), named  
**Reviewer’s last name (and first initial, if duplicates) Recommendation**

### **Letter from Department Chair or Program Director, named: (Chair’s or Director’s) Letter**

*The letter from the Unit Head should make the case for or against promotion based on materials and evaluations submitted to date, explicitly compared to departmental standards.*

### **New or Amended Documents**

Upload to this section any revised or additional documents the candidate wishes to include after department level review has begun.

*Administrator can return dossier back to Candidate level for modifications only if dossier has not yet been released to department reviewers.*