Lecturer Promotion Dossier Guidelines
for Document Administrators
(rev. 4.2022)

Annual Reviews
Within this section, include:
   a) Unit Head’s memo summarizing candidate’s annual reviews, named:
      Summary of Annual Reviews

Unit Faculty Vote and Comments
Within this section, include:
   a) Summary of Faculty Vote (use template on A&S website)
   b) Department Reviewer Recommendations (use “Faculty/Committee Confidential
      Recommendation Form”), named
      (Candidate’s last name) Rec by (Reviewer’s last name)
   c) Report of departmental personnel/reviewer subcommittee (if applicable)

Letter from Unit Head
The letter from the Chair 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.