



Lecturer Promotion Dossier Guidelines for Document Administrators

Annual Reviews

Within this section, include:

- a) Annual reviews from each previous year, each named:
YYYY_Annual Review
- b) Chair's memo summarizing candidate's annual reviews, named:
Summary of Annual Reviews

Department 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 Department Chair

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.