



Lecturer Promotion Dossier Guidelines for Document Administrators

(rev. 11.2024)

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_[Candidate's last name, First initial]

Unit Faculty Vote and Comments

Within this section, include:

- a) Summary of Faculty Vote (use template on A&S website), named:
1.Summary of Faculty Vote
- b) Report and recommendation of departmental committee, named,
2.Dept. Committee Report_[Candidate's last name, first initial]
- c) Individual department reviewer recommendations (use "Confidential Recommendation for Lecturer Promotion Review"), named
Candidate's last name (and first initial, if duplicates) **Dept Rec by** [Reviewer's Last Name]

Letter from Unit Head, named: [Chair or Director] rec by [unit head's last name, initial]

This letter should make the case for or against promotion based on materials and evaluations submitted to date, explicitly compared to departmental standards.

NEW in 2024-25: In this folder, also upload your **Unit's Lecturer promotion criteria**, named:
[Unit Name]_Lecturer Promotion criteria

New or Amended Documents

Upload to this section any additional or revised 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.