



Lecturer Promotion Dossier Guidelines for Document Administrators

(rev. 9.2022)

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), 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 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.