

## Lecturer Promotion Dossier Checklist

### A. To be completed by the candidate

S. No.	Action/Item	Check
A.1	The Director is notified of the intent to apply by August 15	
A.2	The application binder, with the candidate's teaching and annual evaluations inserted, is collected from the Dean's Office by the 3 <sup>rd</sup> day of classes in the Fall Quarter	
A.3	Signed Form A2	
A.4	Letter of Application	
A.5	Curriculum Vitae	
A.6	Section on Teaching	
A.7	Most Significant Intellectual Products	
A.8	Section on Scholarly Activity	
A.9	Section on Service	
A.10	Teaching Evaluations (provided by the Dean's Office)	
A.11	Annual Evaluations (provided by the Dean's Office)	
A.12	The Dossier is submitted to the Director by October 1	

### B. To be completed by the Director

S. No.	Action/Item	Check
B.1	The Director reviews the dossier for completeness and accuracy and signs Form A2	
B.2	The Director appoints the program-level Tenure and Promotion (T&P) committee	
B.3	Director adds University Lecturer Promotion Report Form to the dossier, listing relevant candidate information and the members of the program-level committee	
B.4	The Director provides the dossier to the program-level committee	
B.5	The Director receives the program-level committee's vote and a written summary of their recommendation	
B.6	The Director provides his/her recommendation to the college-level committee for their action	
B.7	The Director notifies the candidate of the program-level committee's vote and his/her recommendation	