

DOCUMENT INVENTORY FOR PROMOTION TO SENIOR LECTURER WITH SECURITY OF EMPLOYMENT

Candidate Material to the Dept. _____
Date to Division _____
Date to Academic Personnel Office _____

Department/Unit Completes

Name _____ Division _____ Dept/Unit _____

PRESENT STATUS

STATUS PROPOSED BY DEPT/UNIT

Rank _____

Rank _____

Annual Salary @100% Time _____

Annual Salary @100% Time _____

(Less than full-time appointments to this series are exceptional and require EVC approval)

Years as Lecturer SOE _____

Effective Date _____

Review Period _____ (begins with the date of original appointment to the Lecturer SOE title)

INDICATE WITH A ✓ DOCUMENTS SUBMITTED. INCLUDE EXPLANATION IN DEPT./UNIT LETTER IF ANY DOCUMENTS ARE NOT SUBMITTED. SUBMIT DOSSIER IN FOLLOWING ORDER:

___ Dean's Letter

Candidate's campus address for correspondence:

___ Checklist to Assure Fairness

___ Candidate's Optional Response to Department Letter

___ Department Letter (See [CAPM Appendix 4](#) for requirements. See also [CAPM 006.000](#) for assessment of the timeliness with which narrative evaluations are completed or attach Narrative Evaluation Timeliness Report)

___ Candidate's Optional Response to Redacted Confidential Documents

___ Copies of Redacted Confidential Documents (submit one set with original file)

___ Solicited Confidential Letters - External (usually 3-5); Internal are optional – See [CAPM 410.220](#)

Sample copy of solicitation letter

List of names of those (external and internal) who might not objectively evaluate candidate and explanation

List of all persons from whom letters were sought:

- Identify those suggested by candidate
- Identify letter-writers with alpha code
- Attach any declining letters and/or document any declinations by phone

Any lists provided by candidate must be included

Brief comments on academic standing of each letter writer and relationship, if any, to candidate

Letters (all solicited letters must be forwarded with the file)

If student letters are solicited: (optional)

- Sample copy of solicitation letter
- Representative sample of names from course list must be used

___ Candidate's Statement of Pedagogical Philosophy and Goals (optional)

___ Representative Sample of Narrative Evaluations (since last approved action and statement of quality)

___ Representative Syllabi, Reading Lists, Tests, Instructional Handouts (since last approved action)

___ Unsolicited Material (other information which Candidate wishes to have included in the review file – See [CAPM 410.220](#))

___ Cumulative Bio-bibliography

___ Student Evaluations Since Appointment to SOE Series (asterisk courses for which evaluations are submitted on Bio-bibliography)

- ORIGINAL AND ONE COPY OF REVIEW FILE FOR APPROVING AUTHORITY
- ONE COPY OF REVIEW FILE FOR DIVISION
- ONE COPY OF REVIEW FILE TO BE RETAINED BY DEPARTMENT