

DOSSIER ORGANIZATION CHECKLIST

Name: _____ Department _____ Action: Promotion to Senior Lecturer _____

College cover sheet [Supplied by CLA]

BOOKMARK 1 CANDIDATE INFORMATION

Standard Biographical Data Sheet (Provost website: Forms) <http://www.auburn.edu/academic/provost/forms.html>

Letter of Offer for Employment

Percent time and effort for at least the past three academic years

List of Honors and Awards

BOOKMARK 2 SCHOLARLY CONTRIBUTIONS

TEACHING:

Courses taught for at least the past three academic years (include number of students and lecture/lab hours per week)

Responsibilities including supervision and evaluation of interns, GTAs, etc.

Advising contributions

Teaching students, in small group settings

Courses and curricula developed

Grants received related to teaching

Publications pertaining to teaching. Include textbooks, manuals, and articles on pedagogy

Other contributions to teaching

Statement of candidate's teaching philosophy and self-evaluation in terms of his/her stated values (one-page limit)

SERVICE:

University service (distinguish by levels) University, College, Department

Professional service

BOOKMARK 3 INFORMATION FROM DEPARTMENT CHAIR/HEAD/SCHOOL DIRECTOR

TEACHING:

Student evaluations:

Include all student evaluations from at least the past three academic years. The evaluation results should be condensed into as few pages as possible.

For each class include:

A copy of the questions asked

A summary indicating the spread of numerical responses to all questions

All student comments in unedited form

Grade distribution

Peer evaluations:

Include peer evaluations for one class for at least each of the past three academic years.

Peer evaluations

SERVICE:

Letters regarding service on College and University committees

BOOKMARK 4 DEPARTMENT FACULTY SUMMARY LETTER

BOOKMARK 5 DEPARTMENT CHAIR/HEAD/SCHOOL DIRECTOR'S LETTER

BOOKMARK 6 CANDIDATE'S RESPONSE LETTER

Candidate's Response Letter to Department Chair/Head/School Director's Letter and/or Department Faculty Letter

BOOKMARK 7 COLLEGE COMMITTEE'S AND CANDIDATE'S RESPONSE LETTERS

College Committee's Letter

Candidate's Response Letter to College Committee's Letter

BOOKMARK 8 APPENDICES

Proof of acceptance of teaching publications in press

Additional internal faculty letters (if submitted)

Selected publications, slides, evaluative material, or other evidence of teaching scholarship (optional: candidate and unit head's decision)

Approved Departmental Lecturer Guidelines

This checklist was developed as a tool to assist faculty members with the assembly of the promotion dossier. It is not a mandate and does not replace the policies found in the *Faculty Handbook*. Consult the *Faculty Handbook* for more specific information regarding the promotion process and the assembly of the dossier.