

# Lecturer Track Promotion or Reappointment Dossier Checklist

Name \_\_\_\_\_ Current Rank \_\_\_\_\_

Department \_\_\_\_\_ School/College \_\_\_\_\_

Recommendation for: ☐ Promotion ☐ Reappointment ☐ Do not Reappoint

Promotion to: ☐ Senior Lecturer ☐ Principal Lecturer

Contract Type: ☐ Fiscal ☐ Academic

<b>Items in Dossier</b>	
Ensure all items are included in the electronic dossier (pdf format) at each level of review	✓ or N/A
Table of Contents	
Section 1: UGA Recommendation for Promotion Form (N/A for reappointment)	
Section 2: Unit Head Cover Letter(s) for Promotion or Reappointment Dean's Cover Letter(s) (not a part of unit-level dossier) College/School Review Committee Written Rationale and Vote (not part of unit level dossier) (N/A for reappointment) Candidate's Letter(s) of response (as applicable)	
Section 3: Unit Criteria (as applicable)	
Section 4*: Curriculum Vita Statement of Major Accomplishments (2 pages maximum) *Section 4 should not exceed 12 pages maximum	
Section 5*: The Teaching Portfolio including involvement in Student Success Activities, as applicable and a summary of Annual Evaluations for the time-period relevant to the review. Statement of Teaching Philosophy Evidence of Teaching Effectiveness Service to the University, the Profession or Society (if applicable) Research, Scholarship or Other Creative Activities (if applicable)	
Section 6: Letter of Offer (include statement of any approved changes in assignment) Annual Reviews Third-Year Review (for Lecturers only) (Including any responses)	
Optional Section 7*: Brief Statement of Qualifications of Each External or Internal Evaluator Identification of Evaluation Letters from Candidate's List vs Unit's List Sample Letter Requesting Evaluation (optional) External Letters of Evaluation Additional Letters (e.g., former students, close associates, peer review of teaching)	

\*Sections 4 and 5 together should not exceed 25 pages, font size must be at least 11 point, all margins must be at least one inch, line spacing must not exceed six lines of text per vertical inch, and page size must be letter (8.5 inches X 11 inches).

NOTE: Do not submit appendices, including written annual evaluations or student end-of-course evaluations, for university level review.

\*As applicable, external and internal review requirements specified by unit criteria.