

9/6/2011

**LECTURER FACULTY PROMOTION:
REQUIRED MATERIAL FOR CANDIDATES, 2011-12**

Please upload the electronic versions of EVERYTHING below (except published books) in PDF or Word format, but NO SCANS PLEASE, unless you absolutely cannot avoid it.

1. A curriculum vitae.
2. The candidate's statement presenting his or her case for the promotion (not longer than five pages, double spaced) describing his or her time in rank.
3. A quarter-by-quarter list of courses taught by the candidate in the last three years.
4. Syllabi that the candidate has had significant contribution in authoring. One for each differently numbered courses for the last three years.
5. Teaching evaluations: CTEC statistical summaries and summaries of comments ("NU CTEC Instructor Reports"; landscape format). Included are all CTECs, including any that might not have been published.
6. Any additional peer teaching observations.
7. In cases of promotion to the rank of Professor of Instruction, a statement describing pedagogical research or scholarly or creative publication should demonstrate how that work has informed the success of the candidate's teaching and the fulfillment of the department's teaching mission. The statement should outline plans for the coming years. Evidence of national recognition for the candidates' contribution to the improvement of pedagogy in his or her field should be provided.
8. The letter from the department chair or program director recommending the promotion and giving a detailed account of the discussion of the case by the department's/program's promotion committee. In this letter, please name all eligible members of the promotion committee, and indicate whether each was present or absent for the discussion and the vote. The vote totals should be specified, including the number for, against, abstaining, and absent. The chair and several members of the committee who were present for the discussion should sign the letter. Included in this is a paragraph describing the exceptional case for early promotion and/or the required terminal degree.
9. In the case of promotion to the rank of Professor of Instruction a list of four potential external referees who have not been contacted by the department, and no more than two of whom have been recommended by the candidate, with their verified addresses, phone numbers, and e-mail addresses. These referees and others may be contacted by the lecturer ad hoc promotion committee appointed by the Dean.

9/6/2011

10. Any other relevant material, e.g., letters received by the department/program about the candidate's teaching, awards, written reports by the faculty members who have team-taught courses with the candidate or otherwise sat in on his or her classes. All such material, whether about strengths or weaknesses, should be included.
11. Any books, workbook, or materials that cannot be appropriately uploaded with the candidate's dossier can be submitted in hard copy only to the Dean's Office

Naming convention for electronic files:

- [Surname]_dept_ltr (this file should include the letter itself, plus lists of referees if needed, and plus internal reports on scholarship or teaching, if they exist)
- [Surname]_cv
- [Surname]_statement (this file should include a separate statement specifically addressing the pedagogical research or scholarly or creative work for the rank Professor of instruction, as needed)
- [Surname]_list of courses
- [Surname]_syllabi
- [Surname]_CTECs ("NU CTEC Instructor Reports"; landscape format)
- [Surname]_other relevant material (this file should include any additional material solicited in for the review, such as peer evaluations, WCAS advisor evaluations)
- [Surname]_pub_1 (if any)