

## Checklist for NTT Lecturer Rank Promotion Checklist 2015-16

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Promotion to:             Senior Lecturer       Principal Lecturer

*Organize promotion materials according to the following:*

1. FORM L: NTT Faculty Review Recommendation – 2015-16.
2. College dean's recommendation.
3. Department chair/school dean's recommendation and a draft letter of promotion.
4. Recommendation by department/school committee, or a summary of that recommendation as appropriate, together with a report of committee vote (with names of committee members, and vote).
5. *FORM F: Promotion and/or Tenure Recommendation, complete as applicable. In the future a committee will be formed to create a new form relevant to NTT lecturer rank promotions.*
6. FORM E - Teaching evaluation summary.
7. History of Teaching (Teaching Load – available from Activity Insight).
8. A teaching strategy statement and teaching goals.
9. Vitae (available from Activity Insight).
10. Student, peer, and senior peer evaluations. Any information added or changed should be noted.
11. Other supporting materials, if desired, e.g. committee work, papers, presentations, syllabi, etc. Do not add bulky materials.