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

**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.