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

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.