

## **CHECKLIST FOR APPOINTMENT OF SENIOR LECTURER DOSSIER**

**Letter from the dean**

**Letter from the college appointment, promotion and tenure committee**

**Letter from department chair**

**Letter from all faculty members in the department at or above the rank of senior lecturer**

**Position description**

**CV**

**Teaching portfolio, including representative syllabi and other course materials**

**Candidate's personal statement on teaching**

**\*AFTER DOSSIER HAS BEEN APPROVED BY PROVOST, SUBMIT THE FOLLOWING:**

**Appointment form (EO2)  
Teaching Credential form  
Vitae  
Offer/Acceptance Letter  
Copy of Official Transcript**

**\*Candidate must go thru IES**