UK Office for
Faculty Advancement

Check List for Senior Lecturer Dossiers

This is a list of the sections expected to be included in a dossier for promotion to senior lecturer. Each item should be marked as either "Included" or "Not Applicable," and the list should be included in the final dossier when it is submitted to the Office for Faculty Advancement.

1. **Up-to-date curriculum vitae or resume.**
   Included   Not applicable

2. **Recommendation of the college dean.**
   Included   Not applicable

3. **Recommendation of the college advisory committee on appointment, promotion, and tenure.**
   Included   Not applicable

4. **Recommendation of the department chair.**
   Included   Not applicable

5. **Recommendations of directors of centers, institutes, or other departments with which the candidate may be associated (as appropriate).**
   Included   Not applicable

6. **List of names and ranks of faculty members in the educational unit and written opinion of each tenured and tenure-eligible faculty member and other senior lecturers in the department.**
   Included   Not applicable

7. **Copies of merit reviews since the date of hire.**
   Included   Not applicable

8. **Description of the procedural steps used within the department and how these were communicated to the lecturer.**
   Included   Not applicable

9. **The department's statement on evidences for lecturers.**
   Included   Not applicable

10. Teaching portfolio.
    Included   Not applicable

11. Candidate's personal statement on service.
    Included   Not applicable

12. Letters from students pertaining to the candidate's instruction.
    Included   Not applicable

13. List of, and representative samples of publications and/or other creative productivity.
    Included   Not applicable

14. List of proposals submitted and grants received.
    Included   Not applicable

15. Information or materials relating to professional status and activity, including copies of awards received.
    Included   Not applicable

16. Information or materials relating to university and public service.
    Included   Not applicable

17. Distribution of Effort agreements since appointment.
    Included   Not applicable