



College of Social and Behavioral Sciences

Promotion to Senior or Principal Lecturer/Annual Review Materials Checklist
(Effective Fall 2008)

	Old document requirement		New FAAR requirement
1	Faculty Review Routing Form	This form is used to document each level of review and recommendation and must have all required signatures and dates. <i>Form is located on the Provost's website.</i>	N/A
2	Statement of Expectations (SOE)	Submit signed copies of the current SOE (for annual review) and those from previous years.	Scan and attach for year under review (2011-2012) as well as all previous years under self-evaluation
3	Annual performance report	Submit the report for the year under review. Retain previous reports in your personal file.	Scan and attach for year under review (2011-2012) under self-evaluation
4	Curriculum vitae (CV)	Submit a current copy of the curriculum vitae.	Profile & Workload Forms in Faculty 180
5	Professional statement or narrative	Submit a narrative explaining how your performance in the areas specified in the statements of expectations meets the requirements for promotion to senior or principal lecturer.	Attach for year under review (2011-2012) under self-evaluation or add as an attachment in the Promotion and/or Tenure Overview Statement area.
6	Letters of recommendation & evaluation written by all committees (e.g., unit Annual Review, Faculty Status Com.) & administrators (e.g., chair, director, dean, Provost).	Recommendation letters for the current review are added to the file as it moves through the process. Submit previous letters from all levels of review since date of hire. For promotion to senior lecturer, this includes all renewal and annual review letters. For promotion to principal lecturer, this includes renewal and annual review letters since promotion to senior lecturer.	Scan and attach for all five years under self-evaluation or add as an attachment in the Promotion and/or Tenure Overview Statement area. Best to add this in the Promotion and/or Tenure Overview Statement area.
7	Formal evaluations of teaching	Submit paper copies of SBS student opinion survey results and comments and other teaching evaluations that are approved unit policy from the year under review and all previous years.	Scan and attach under Fall/Spring Workload – click on Add for each class – online evaluations. Also add these in the Promotion and/or Tenure Teaching area.
8	Supporting materials in teaching, advising, & other student-related responsibilities (and any other responsibilities found in your statements of expectations)	Submit course syllabi and other documentation of your performance in this area. Include a brief statement on your teaching philosophy, illustrate how this philosophy guided pedagogical choices and accomplishments, and show how these activities were evaluated and contributed to your unit's goals & emphases.	Scan and attach under Fall/Spring Workload – click on Add for each class – syllabi. Also want to add these as attachments in the Promotion and/or Tenure Teaching area.