

Attachment C-5A

CHECKLIST OF DOCUMENTS FOR **PROMOTIONS to LECTURER or SENIOR LECTURER WITH SECURITY OF EMPLOYMENT**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Submit original:

- A. Checklist of Documents in File
- B. Signed Procedural Safeguards Statement
- C. Candidate Statement for Conflict of Commitment
- D. Chair's Letter (*optional*) (*confidential*)
- E. Departmental Letter (*must include vote*)
- F. Minority Report (*if applicable*)
- G. Candidate's response to the Department Letter (*optional*)
- H. Candidate's Self-Statement (*optional but strongly encouraged*)
- I. Candidate's response to material in the file (*optional*)
- \*\*  J. Extramural Letters (*required for promotions*)  
 Include letters of declination and count in total number  
 Include the following:  
 Solicitation Letter  
 List of extramural reviewers. Indicate those suggested by department, by candidate as well as a brief statement regarding academic standing of each letter writer  
 The packet of information sent to extramural referees, if different from the documents submitted as part of the file. Please include CV sent to extramural reviewers. (See Section III.M of *The Call*)
- \*\*  K. Student Letters Evaluating Teaching (required if non-*confidential* teaching evaluations are not provided)  
 Solicitation letter or statement as to how obtained
- L. Current Biography
- M. Current Bibliography of Publications/Creative Activity
- N. Bibliography at Last Advance
- O. Difference List with items to be credited since last advance (*blue paper*)  
 Difference List cover sheet included (*blue paper*) (*optional*)
- P. Professional Achievement and Activity (*if PSOE to LSOE since appointment; if LSOE to Sr. LSOE since advancement to*) – include the current year
- Q. University and Public Service (*if PSOE to LSOE since appointment; if LSOE to Sr. LSOE since advancement to*) - include the current year
- R. Grant Activity (*if applicable, if PSOE to LSOE since appointment; if LSOE to Sr. LSOE since advancement to*) – include the current year
- S. Teaching Information Form (*include teaching activity for the previous nine quarters, include Graduate Student Instruction since appointment or advancement to LSOE*)
- T. Student Evaluation of Teaching (*include evaluations for the previous nine quarters, to coincide with the teaching activity*)
- \*\*  U. Classroom Observations (*if PSOE to SOE since appointment; if LSOE to Sr. LSOE since advancement to*)
- \*\*  V. Letters From Other Departments/ Programs/ Institutes/ Centers (*optional*)
- \*\*  W. Other - Confidential (*specify item(s) below*):  
 \_\_\_\_\_  
 \_\_\_\_\_
- X. Other - Non-confidential (*specify item(s) below*):  
 \_\_\_\_\_  
 \_\_\_\_\_

\*\* = Indicate # included.

File Tracking

file sent to Dean's office

Dept Chair initial & date

Received in Deans office	Returned for corrections			Received in APO	Returned for corrections		Sent to Ad Hoc	Ad hoc report received	Ad hoc report sent to Dean	Dean letter received in APO	Sent to CAP	CAP vote date	CAP minute received	Sent to VPAP	Sent to PEVC	Sent to Chancellor	Final Decision	Announced
	Sent	Sent	Sent		Sent	Sent												
	Recvd	Recvd	Recvd		Recvd	Recvd												

