

**COLLEGE COUNCIL CHECKLIST
LECTURER/ARTIST PROMOTION RECOMMENDATION**

Arts & Sciences, Autumn 2011

For detailed instructions, see "Promotion and tenure documentation" and "Lecturer and Artist titles" on the A&S Web site. Documentation should be submitted in eleven sets (one original plus ten copies), each collated and three-hole punched. Each set should not exceed 30-40 pages. SEND ALL MATERIALS TO MARGIE RAMSDELL.

Candidate _____ Department _____

Joint appt _____ Adjunct appt _____

Highest degree _____ Year received _____ Institution _____

Rank of first UW appointment _____ Year appointed _____

Present faculty rank _____ Years in rank (*include present year*) _____

Recommendation for promotion to _____

Recommended term of appointment _____

Documentation (*check items included*)

___ **This checklist**

___ **Curriculum vitae**

- ___ Education
- ___ Ph.D. dissertation title, if applicable
- ___ Positions held, with dates
- ___ Professional offices/awards/service
- ___ UW committees/duties/service
- ___ Research grants/contracts, if applicable
- ___ Talks/papers/presentations

___ **Bibliography, if applicable**

- ___ Page numbers or length indicated
- ___ Types of publications indicated
- ___ Indication if peer-reviewed before publication
- ___ Nature of candidate's contribution if joint-authored publication

___ **Candidate's list of significant contributions & personal statement**

___ **Chair's letter**

- ___ Complete tally of departmental vote
- ___ Basis for positive & negative votes
- ___ Chair's independent recommendation
- ___ Description & evaluation of research, teaching, service
- ___ Summary of changes if previous recommendation denied/postponed

___ **Departmental review committee report, if produced**

___ **Chair's letter from joint/adjunct department**

___ **Evidence of teaching effectiveness**

- ___ Courses taught at UW, dates, summary of evaluations
- ___ Student assessment of teaching (*do not send individual comments*)
- ___ Collegial assessment of teaching
- ___ Graduate students supervised, if applicable

___ **External evaluations**

- ___ For Senior Lecturer/Senior Artist, up to 3 letters from outside the department recommended but not required
- ___ For Principal Lecturer, 2-4 letters from outside the department required
- ___ Qualifications of evaluators, how chosen (*do not send evaluators' CVs*)

___ **Candidate's publications or other creative works, if applicable** (*one copy each, not 11 copies*)

___ **Course materials/syllabi, optional** (*one copy each, not 11 copies*)