
PROPOSED GUIDELINES FOR LECTURERS PROMOTION

- 1) One-two Pages Summary Letter
- 2) CV
- 3) Folders
 - a) Annual Evaluations (reappointment and teaching portfolio)
 - b) Teaching Effectiveness
 - Teaching Narrative (mention any awards that are found in “Other Materials”)
 - Courses Taught in chronological order by academic year
 - Summary of enrollment and grade distribution in percentages
 - Unstructured Courses
 - Student Opinion Surveys
 - Summary Table
 - Summary of qualitative quotes (your choice)
 - Folder with all SOS print-outs
 - Teaching Portfolio Materials
 - Peer Evaluation Letters (if applicable)
 - Lecturer Observation (if applicable)
 - Materials for Portfolio (organized by course)
 - Syllabi, exams, problem sets
 - Grade distribution
 - Sample lecture materials
 - Introspective essay – addresses all courses
 - Other Materials (if applicable)
 - Guest teaching
 - Informal teaching
 - c) Advising and other administrative duties (if applicable)
 - Advising Narrative
 - Activities
 - List of advisees and/or table with number of students per semester/year
 - Faculty training
 - Assessment (SCHEV, WEAVE)
 - d) Scholarship
 - Scholarship Narrative
 - Professional Development
 - e.g., QEP IDW, other workshops
 - Pedagogical Research
 - e.g., CLT classroom learning
 - Publications and Presentations

- Grants
 - e.g., QEP Action Grant
- Other (Original Scholarship/Patents/Etc.)
 - e.g., Undergraduate Research Mentorship

e) Service

- Service Narrative
- Professional Service
 - Peer-review
 - Textbook reviews
- University Service
 - Uni level Committees
- College Service
- Department Service

f) Other Materials

- Medals
 - Nobel Prize
- Awards
 - Shining Star Award
 - Distinguished Lecturer Award
 - Distinguished Advisor Award
 - Most Inspiring Faculty Award.
 - The Robert L. Stern Award for Excellence in Teaching (College of Arts and Letters)
- Special Recognitions