

# Lecturer Dossier Checklist

Candidate's Name: \_\_\_\_\_ Department: \_\_\_\_\_

This checklist is to be filled out and included with the original dossier. Only one copy is needed. **Please note that item number is not to be confused with page number in the dossier. Pages are to be numbered sequentially by divisions (A, B, C, D), with each division starting again at 1.**

Dossier page (use N/A if not applicable)	Item number	Description ( <i>Asterisks indicate required items.</i> )
	A1	*Summary sheet (Use template provided.)
	A1a	*Cover sheet
	A2	*Complete <i>curriculum vitae</i>
	A3	*Criteria for promotion
	B1	*Statement of teaching philosophy and professional goals
	B2	*Table summary of student evaluations and grade distributions
	B3a	*Representative student comments
	B3b	Honors and awards for teaching, advising, or mentoring
	B3c	Representative syllabus
	B3d	Course or curricular development
	B3e	Pedagogical innovation
	B3f	Undergraduate research supervision
	B3g	Mentoring or coordinating GTAs
	B3h	Teaching workshops or pedagogical training
	C1	Administrative responsibilities
	C2	Program or course-coordination
	C3	Extra-curricular student organization and activities
	C4	Governance activities and committees
	C5	Professional outreach
	C6	Other evidence of professional excellence
	C7	Documentation of excellence outside of assigned performance areas
	D1	*Candidate's responsibilities
	D1a	*Applicable appointment letter
	D1b	*Documentation of department and/or college's investments
	D2	*Annual evaluations
	D3	*Peer evaluations
	D4	Other annual evaluations
	D5	*Departmental faculty report
	D6	*Department head's recommendation
	D7	*Candidate Notification Statement
	D8	Candidate's responses