SCHOOL OF ARTS AND SCIENCES
Faculty Personnel Action Sheet

PROPOSAL FOR APPOINTMENT/REAPPOINTMENT AS SENIOR LECTURER
PROPOSAL FOR REAPPOINTMENT AS LECTURER IN FOREIGN LANGUAGES
(beyond the third consecutive year)
PROPOSAL FOR PROMOTION TO SENIOR LECTURER IN FOREIGN LANGUAGES
PROPOSAL FOR REAPPOINTMENT TO SENIOR LECTURER IN FOREIGN LANGUAGES
PROPOSAL FOR APPOINTMENT/REAPPOINTMENT AS LECTURER IN CRITICAL WRITING

Name ____________________________________________________________

Highest Degree ___________________________ Date ____________________________

Department _______________________________________________________

RECOMMENDED ACTION:
Appointment ______ Reappointment ______
For a term of ____________ years beginning _______________________

DOSSIER (3 copies)  Please paginate dossier and list page numbers before duplicating it.

Letter from Department Chair/Program Director (including exact faculty vote)
Curriculum Vitae of Candidate
Teaching Chronicle
Teaching Evaluations
Letters of Reference:
- (at least two for Senior Lecturer including at least one from inside the University)
- (For Lecturer in Foreign Languages the dossier must contain two letters of evaluation from standing faculty outside the Department but within the University or other qualified individuals as approved by the Dean.)
- (For Lecturer in Critical Writing, only one letter of evaluation is required.)
- (For Senior Lecturer in Foreign Languages the dossier must contain at least 4 supporting letters including two letters of evaluation from standing faculty outside the Department but within the University and two letters from an approved list of extramural reviewers.)

For appointments:  Online Equal Opportunity Compliance
Certification of English Fluency in the Classroom (SAS Form 99-6)

CHAIR'S SIGNATURE ________________________________
DATE ________________________________