

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 _____