TPAC CHECK-LIST: Promotion to Distinguished Senior Lecturer

Number the documents in the dossier according to the checklist below. You no longer need to upload this sheet to the dossier.

1. Covering memorandum, including
   - The specific recommendation: promotion to distinguished senior lecturer. Please provide specific start and end dates
   - Final department vote (with numbers)
   - Names of faculty attending meeting at which the vote was taken
   - Names of eligible faculty not at this meeting
   - Stipulated quorum for such meetings
   - A general explanation of the reasons for abstentions (if any)
   - An explanation of the views of those voting in the minority
   - The academic unit’s view of the candidate’s qualifications (described under #4, below)
   - A full and candid discussion of the issues raised in the department meeting relative to this candidacy, and of the strengths and weaknesses of this case

2. For negative recommendations only: Written explanation provided to the candidate

3. Waiver of candidate’s right to a personal appearance before the department

4. Department review* of scholarship, teaching, and service, including written commentary describing how the candidate meets most of the following criteria:
   - Sustained and documented teaching excellence as attested by student and peer evaluations;
   - Service to the department, University, profession, and community;
   - Recognition as a role model, advisor, and mentor for undergraduate and/or graduate students as well as colleagues;
   - Excellent professional reputation, as demonstrated by membership and active participation in local, regional, or national professional societies (this may be demonstrated through positions of leadership in executive committees, key roles in collaborative projects, and the organization of professional and academic workshops, symposia, and invited lectures);
   - A record of outstanding educational scholarship, which may take the form of instructional materials (including online materials), activities associated with the development and implementation of new assessment models, curricular innovation and configurations, publications, performances, or other works);
   - Research effort within their discipline (while not normally required, this may be taken into account as appropriate).
   *It is permissible to incorporate the Department Review into the cover memo

5. Information on teaching since last contract review:
   - Tabular summary including course numbers and titles, enrollment numbers, and numerical rankings. For departments using electronic teaching evaluations, Cognos report "TPAC Tabular Summary of Teaching" may be used to create this.
   - Class observations by peers, if available
   - Other teaching material, such as syllabi, may be added here

6. Candidate’s current CV

7. Candidate’s statement

8. Mid-contract review of the candidate, including candidate’s written response (if any)

9. Department correspondence w/ the selected referees (including sample solicitation letter and relevant evaluator responses)

10. Letters of recommendation Five letters from evaluators external to Brown are required. They should be from individuals who are best suited to provide assessment, who serve in positions similar to the distinguished senior lecturer role or are tenured faculty engaged in pedagogical research or related programs at other institutions. Additional letters may be solicited from individuals at Brown (but not in the candidate’s department). See Handbook of Academic Administration 10.5.2, for further details.

11. Brief biographies of external referees. Indicate whether each referee was proposed by the department or the candidate

12. Minutes of the official meeting in which the department voted on the recommendation

13. Department Standards and Criteria
14. Publications

15. **Teaching evaluations.** Cognos report "Course Evaluations - Selected Instructor or TA" may be used to replace actual teaching evaluations. Please include only those courses taught since last review and ensure that student comments are included, when available.