



PROMOTION TO SENIOR LECTURER CHECKLIST SPRING 2025

Last Revised: September 26, 2024

The complete packet must be sent to the Dean's Office (via monicametcalf@miami.edu) no later than **January 24, 2025**.

Section I: General Information

Faculty Name Department

Hire Date as Full-time Lecturer

Section II: Record Departmental vote below

Number of faculty eligible to vote on this case
(ensure that the votes below equal this number)

6

Promotion to Sr. Lecturer Yes No Abstain Not Present

Section III: Additional Documentation

Attach the following documents to this form as a single pdf (in the order listed below):

- [Student evaluation summary from](#) previous two years
- Minimum of two peer reviews from the previous two years
- Memorandum of recommendation from the Chair
- Written summary of discussion/recommendation of voting faculty as prepared by the faculty member elected as reporter
- Candidate's statement (if submitted)
- Updated curriculum vitae in [standard University of Miami format](#)

ALSO:

- Provide in the space below the courses that will be assigned to this faculty member in the next two academic years

- Include this checklist, dated and signed by Chair, attached to the original documents.

Questions regarding compilation of packets, forms, supplemental materials or other administrative details should be directed to Monica Metcalf (monicametcalf@miami.edu). Any questions, however, regarding policies, procedures, voting regulations or any concerns expressed by faculty should be directed to the Senior Associate Dean for Faculty Affairs and College Diversity, Caled Everett (caleb@miami.edu).

Approval

Department Chair Signature Date