Preparation for Full (Reappointment) Review  
Senior Lecturers

You will be asked to provide the following items:

1. A personal statement (maximum length, ten double-spaced pages with 12-point type) summarizing your professional accomplishments and plans. As you develop your statement, you should feel free to consult with faculty colleagues in your department.

2. Your current CV. The full citation (including beginning and ending page numbers in book chapters, journal articles, and proceedings) to published works must be provided. In describing co-authored works, the description "with" is not acceptable. Instead, the exact published order of authorship must be indicated. Please indicate which publications are peer-reviewed.

   The citation for co-authored works must contain an estimate of each author's contribution. This may be appended with the estimates in parentheses, e.g., (Smith, 50%; Jones, 40%, Doe, 10%).

3. Copies of your course syllabi.

4. Copies of any publications and manuscripts you have completed during your current appointment.

In the fall semester faculty colleagues will ask to observe your teaching. Their reports will supplement student evaluations of your teaching. You are welcome to provide any other information you wish regarding your teaching.

In January you will have an opportunity to review your fall teaching ratings and, if you wish, comment on them in writing. Also, you should make sure you have supplied any relevant materials (e.g., a new manuscript) that were not ready or available in the fall. Please consult your department chair regarding the deadline for submission of these items.

Late in the spring semester your department chair will meet with you to discuss the results of the review.

We anticipate that your official reappointment letter (from the Dean of Peabody) will be sent late in the spring semester, depending upon the timing of approval from the Provost’s Office.

It is important to keep in mind that a central focus of this process is to help maximize your professional development.