

**Information for 2019-20 Promotion to
Senior Lecturer Candidates and Chairs**

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Subject: Review for Promotion to Senior Lecturer, 2019-20 Date: April 10, 2019

To: Department Chairs of Senior Lecturer Candidates From: Kathleen McCartney, Chair
Committee on Tenure & Promotion

I am writing to you in your role as department chair, regarding your department's 2019-20 promotion review to senior lecturer. Details of the process are summarized below and a schedule of deadlines is attached.

Dossier

The candidate will submit dossier materials electronically through Interfolio, a web-based program that streamlines review processes. Interfolio accepts a range of file types and formats, however, candidates with materials that cannot be submitted digitally should consult with Hayley Spizz about process and reimbursements for associated costs.

Dossier materials should include a curriculum vitae, personal statement, record of teaching form, and any additional evidence of teaching, scholarship, and service consistent with criteria defined in section VI.C.2.d of the *Policy of Appointment, Reappointment, Promotion, and Tenure*. The scope of the materials included in the dossier is at the discretion of each candidate.

The committee will not accept new materials for a dossier after **November 1**. However, new information regarding materials already in the dossier, or honors received, etc., may be submitted up to **January 15**; the committee may request status reports regarding materials in the dossier after that date. Letters not solicited by the committee will not be accepted after **January 15**.

Voting Members

Promotion to senior lecturer shall be voted on by the tenured faculty in the department.

Policy, Guidelines, and Forms

An H2 form should be completed and returned to the Committee on Tenure and Promotion by December 8, 2019. This form, along with the *Policy*, guidelines, and additional information are available online at <https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion>.

If you have any questions about the promotion to senior lecturer review process, please contact Hayley Spizz, Faculty Policies Specialist (hspizz@smith.edu or x3005).

KM/hs

cc: Candidates for Promotion to Senior Lecturer

Enclosures: Deadlines for Promotion to Senior Lecturer

Deadline Information for 2019-20 Promotion to Senior Lecturer Candidates and Chairs

All materials are to be submitted to the Committee on Tenure and Promotion through Interfolio.

Date (no later than)	Candidate Deadlines	Chair Deadlines
September 5, 2019 (the first day of classes of the fall semester)	Dossier Materials Due Submit dossier materials including curriculum vitae, personal statement, Record of Teaching form, and any additional evidence of teaching, scholarship, and service consistent with section VI.C.2.d of the <i>Policy</i> .	
December 8, 2019		Departmental Recommendation and H2 Form Due <ul style="list-style-type: none">• <i>Departmental recommendation</i>: Submit letter containing a full statement of the reasons and a summary of the evidence for the recommendation for or against promotion. Provide candidate with a copy of the letter.• <i>H2 Form</i>: Submit a completed Departmental Procedures Record, H2 form.
February 22, 2020	Outcome Notification Receive notification of outcome.	Outcome Notification Receive notification of outcome.

Guidelines, forms, and additional information are available online at <https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion>.

Tenure and Promotion Curriculum Vitae Guidelines

In order to be provided with complete and consistent information, the Committee on Tenure and Promotion recommends the following curriculum vitae guidelines for tenure and promotion candidates. Please follow this order and list the information in reverse chronological order in each category.

Category	Notes
Name	
Address and Telephone Number	Home and campus
Degrees	Include date, place, and dissertation topic/major
Awards and Honors	Include name and date
Employment History	Include dates
Grants Received	Include date and duration
Publications	<ul style="list-style-type: none"> • In shared or multiple authorship, specify authorship in terms defined in personal statement. • List names as they appear in the publication. • Indicate whether peer-reviewed. • Use the following sub-headings: <ul style="list-style-type: none"> ○ <i>Published</i>: books; articles; edited volumes; introductions to books; chapters in books; abstracts; book reviews; review articles or essay ○ <i>Forthcoming</i>: works in press (name of press, anticipated schedule; include relevant correspondence in dossier); list in order indicated in published sub-heading above
Works in Progress	Include works submitted, but not yet accepted, and works not yet submitted; list in order indicated in published sub-heading above
Concerts, Performances, and Exhibitions	Indicate whether peer-reviewed, juried, curated, etc. (appropriate form that peer review takes for discipline).
Scholarly Lectures and Other Professional Presentations	Include date, title, place, and occasion.
Other Professional Activities	For example, editorial boards, review of manuscripts and grant proposals, dissertation committees, etc.
Professional Memberships	
College or Department Committee and other College Service	Including liberal arts advising, major/minor advising, departmental committees and responsibilities (dates served), college committees (dates served), Five College service, lectures for Alumnae Association, etc.

Promotion to Senior Lecturer Dossier Guidelines

Candidates are asked to submit the following materials (* indicates required materials):

Category	Notes
*Table of contents	<ul style="list-style-type: none"> Detailed list of submitted materials. May include instructions to readers about materials.
*Curriculum vitae	CV Guidelines available in this packet
*Personal statement	<ul style="list-style-type: none"> Brief personal statement on current scholarship and teaching, plans for the future, and service (not to exceed 2500 words). In instances of collaborative scholarship, the personal statement should explain how authorship, including "first authorship," is defined in the discipline; the CV should identify authorship in the same terms as defined in the personal statement.
*Record of Teaching Form	Form available online at https://www.smith.edu/about-smith/provost/reappointment-tenure-promotion
Scholarship	Evidence of scholarship or artistic work (e.g. published materials, unpublished materials, grant applications)
Teaching	Evidence of teaching (e.g. recent syllabi) <i>Note: Candidates should not include the college course feedback reports, as these will be provided by the provost's office</i>
Service	Evidence of service (e.g. departmental/program, college)
Other materials	