

**Cover Sheet for Promotion to Senior Lecturer  
College of Liberal Arts and Sciences**

- 1) Full Name:
- 2) Current Title & Department:
- 3) Campus Address:
- 4) Date of first appointment at ISU as Lecturer (or Temporary Instructor):
- 5) Number of semesters in which the candidate has taught at least one course at ISU as a Lecturer (or Temporary Instructor):
- 6) Highest Degree Earned:

<u>Degree</u>	<u>Institution</u>	<u>Date</u>	<u>Field</u>
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- 7) Normal course load taught by the individual during the academic year: \_\_\_\_\_ credit hours
- 8) Voting record on this recommendation: (Include those that apply)  
**(Please follow the policy against double voting if you report both a Committee vote and an Eligible Department Faculty vote)**

Departmental Review Committee (totals)	Yes_____	No_____	Abstain_____	Absent_____
Department Faculty (totals)	Yes_____	No_____	Abstain_____	Absent_____
Recommendation of Chair	Yes_____	No_____		
Dean's Recommendation	Yes_____	No_____		



## SECTION 2: DOCUMENTATION OF CANDIDATE'S SCHOLARSHIP & PERFORMANCE

This section must not exceed the 15-page limit.

### 2.1. Candidate's Statement(s)

The candidate should provide an integrative statement addressing their teaching philosophy and contributions to the teaching mission of the department.

### 2.2. Summary Teaching Information

- A. Courses taught in last five years (tabular format, beginning with most recent): Include semester/year when taught, course number & title, and enrollment.
- B. Results of student evaluations for all courses in the last five years or since the last review on the two standard questions. ***Please note that all departments should now be using the following 5-point scale for instructor evaluations: 1 = very poor, 2 = poor, 3 = satisfactory, 4 = good, and 5 = very good. If this scale was reversed during prior years in your department, please convert scores to the specified format for this table (contact our office if you have questions).***

***Information for each course should be presented in tabular format using the following headings:***

Semester and Year	Course #	% of Students Responding	Overall Rating of Instructor	Department Mean for Comparable Courses	Overall Rating of Course	Department Mean for Comparable Courses
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### C. Course and curriculum development activity

Summarize contributions to course and curriculum development, the development of new teaching materials, contributions to professional societies concerned with pedagogy, and the use of creative teaching techniques.

- D. What role, if any, does the candidate have in undergraduate advising?
- E. Honors and awards for the candidate's teaching

### 2.3. Additional contributions of the candidate

Although not required, the candidate may wish to note additional contributions that he or she makes to the department, college, and university (e.g., research or service)

**SECTION 3: DEPARTMENT RECOMMENDATIONS**  
**Part 1: Department Review Committee's Recommendation**

This section provides a description of the review process followed by the department's recommendation and the department's reasons for the recommended action. The department should specifically address the candidate's excellence (or lack of excellence) in teaching.

3.1. Description of the review process in the department

3.2. Teaching and the scholarship of teaching in context of Position Responsibility Statement. (Whenever possible, place candidate's materials in a comparative framework.)

Drawing on the materials presented in Section 2, the department is expected to analyze the candidate's performance in position responsibilities and, wherever possible, submit documentation to support the evaluation and place candidate's performance in a comparative framework. Evaluations should focus on the quality of performance as well as the quantity of work performed in each area.

When evaluating performance in teaching, student evaluations should be documented, compared to departmental norms, and factored into the evaluation. A synthesis and evaluation of student comments may be helpful, but do not include pages of verbatim student comments. Please also note that peer evaluation of teaching, including classroom observations and the review of teaching materials, is an essential component in the evaluation of teaching.

3.3. Additional contributions to the missions of the department, college, and university

A. Although there is no requirement for the candidate to contribute to other than the teaching mission of the university, the review committee may wish to address any additional contributions that the candidate makes.

3.4 Department Review Committee's Vote

*Please note that the new policy regarding "multiple voting" permits each eligible faculty member to vote just once on any P&T case. Consequently, if the department P&T committee takes a committee vote and makes a recommendation to the eligible voting faculty, then the committee members may not participate in vote of the eligible faculty vote. Alternatively, if the committee simply generates a critical synthesis of the points for and against promotion and submits the report to the eligible voting faculty without recommendation, then committee members are free to fully participate in the vote of the eligible faculty.*

*Please record the committee vote below or check the "No Vote Taken" box.*

# Yes \_\_\_\_\_ # No \_\_\_\_\_ # Abstain \_\_\_\_\_ # Absent \_\_\_\_\_ No Vote Taken \_\_\_\_\_

3.5. Vote of the Faculty

Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

## Part 2: Department Chair's Recommendation

3.6. Chair's Recommendation

Yes \_\_\_\_\_ No \_\_\_\_\_

3.7. Chair's Statement