



A&S Promotion to Distinguished Senior Lecturer Checklist Spring 2026

Candidate's Name		Department	
Initial Date Promoted to Senior Lecturer		Start Date of Current Appointment	End Date of Current Appointment

RECORD OF DEPARTMENTAL VOTE

Please record the numerical Departmental vote on items applicable to this candidate in the sections below.

No. of Faculty Eligible to vote on this case: <i>(please ensure that all vote totals in the section below equal this number)</i>	
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Promotion to Distinguished Senior Lecturer:

Yes	No	Abstain	Not Present
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INSTRUCTIONS

All paperwork must be in a single PDF in the sequence/order according to the checklist below (*do not submit PDF portfolio files*).
Complete formal review file must be sent to monicametcalc@miami.edu on or before Friday, January 23, 2026.

CHECKLIST

Use the following checklist to confirm the documents included in the file:

	Memorandum of recommendation from the Chair* (<i>addressed to the Dean, dated, and signed</i>)
	Written summary of the discussion/recommendation of voting faculty as prepared by the faculty member elected as reporter* (<i>identify the reporter by name and include the date and signature</i>). Note that the reporter cannot be the Chair or the Dean.
	Teaching evaluation form from the previous two years (<i>only if candidate has teaching duties. If the candidate has no teaching duties or if this is for an initial appointment, leave blank to indicate that it is not applicable</i>). Do not attach raw data or copies of evaluations forms completed by students.
	Colleague or peer teaching evaluations (<i>minimum of two in the preceding 5 years with at least one being from the past 12-months as per the College's Distinguished Senior Lecturer Policy</i>). Identify the evaluator by name and include the date and signature.
	Candidate's written career assessment (<i>Evidence of substantial service assignments is required; publications and other professional activities are optional</i>)
	Curriculum Vitae (<i>UM template here</i>)
Also include:	
	Provide in the space below the courses that will be assigned to this faculty member in the next two academic years.
	This checklist, dated and signed by the Chair, attached to the documents mentioned above.

***Please ensure that you have not identified individual voting faculty by name in this document. Refer as needed to Professor 1, Professor 2, etc.**

Questions regarding compilation of packets, forms, supplemental materials or other administrative details should be directed to Monica Metcalf (monicametcalc@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, Jennifer Ferriss-Hill (j.ferrisshill@miami.edu).

Department Chair Signature Date