TO: Department Chairs  
FROM: Sacha Kopp, Dean, College of Arts and Sciences  
CC: Ellen Broselow, Associate Dean for Faculty Affairs  
DATE: August 19, 2015  
SUBJECT: Annual re-appointment process for full-time lecturers

Dear colleagues,

As we discussed in chairs council, it is desirable to streamline the annual reappointment process for lecturers in the College. Separately, it is timely to spell out the process for considering candidates for elevation to Senior Lecturer and Advanced Senior Lecturer.

Annual reappointment review: Each spring no later than May 1, departments should submit reappointment packages for all lecturers in their unit. These packages can be streamlined after an initial vetting period as follows:

- In spring of year 1, 2, and 3 of the candidate’s service, the department should submit the full dossier. Such a full dossier would also be submitted thereafter in years which are multiples of 3. Reappointment will be contingent on review of the candidate’s effectiveness and contingent on programmatic considerations.
- In years in which a full dossier is not required, the department may simply submit a letter from the chair which notes courses taught in the previous year, department service, and a summary of course effectiveness. This letter will be appended to the previous dossier. Reappointment will be primarily contingent on programmatic considerations.
- The Dean’s Office will conclude reappointment considerations in July of each year for dossiers and letters submitted by May 1.

Promotion Consideration: Candidates for Senior Lecturer and Advanced Senior Lecturer will be nominated by their department chair, as noted in the guidelines.

- The department chair’s reappointment letter submitted in spring will include a statement notifying the Dean’s Office of the intent to submit a dossier for promotion.
- The dossier for promotion will be submitted to the Dean’s Office by May 1.
- The Dean’s Office will convene an advisory group to review the dossiers.
- The Dean’s Office will strive to issue decisions by July 31.

We share a common interest in seeing our very best lecturers promoted and given an opportunity to grow professionally. In addition, we share an interest in conducting annual reviews in an efficient fashion. I hope these steps will get us started on this path.

Sincerely,

Sacha Kopp  
Dean, College of Arts and Sciences