

College of Arts and Sciences, Stony Brook University

Procedure for Lecturer Reappointments—defining Full and Streamlined Dossier

All documents for lecturer reappointments are to be submitted through Interfolio--effective immediately. Here are the steps for submission of lecturer reappointment materials.

I. Create separate pdf documents as indicated below for each lecturer.

[NB: The CAS Lecturer Reappointment website will be updated shortly.]

A) *Full Dossier* should include the following as separate pdf documents. The names of each file should be as indicated below in **bold**:

- **[Candidate's Last Name] CV**
- **[Candidate's Last Name] Teaching Statement**
- Lecturer Reappointment Cover Sheet-- **[Candidate's Last Name] Cover Sheet**
- **[Candidate's Last Name] Chair's Memo** This should include information about the candidate's teaching effectiveness and departmental service. If the candidate is to be nominated for promotion to Senior or Advanced Senior Lecturer, please indicate that in the memo.
- **[Candidate's Last Name] Department sign-off sheet** indicating faculty vote

B) *Streamlined Dossier* should include the following as separate pdf documents. The names of each file should be indicated as below in **bold**:

- Lecturer Reappointment Cover Sheet **[Candidate's Last Name] Cover Sheet**
- **[Candidate's Last Name] Chair's Memo** This should include information about the candidate's teaching effectiveness and departmental service. Also, if the candidate is to be nominated for promotion to Senior Lecturer or Advanced Senior Lecturer, the chair's letter should indicate the intent to submit a dossier for promotion.

II. Create an Interfolio Case

- Log-on to Interfolio under "Partner Institution"
- Under Review, Promotion and Tenure module on the left choose "Cases"
- Then click on the "Create Case" button on the top right of the screen
- That should bring you to a page where you choose the template to create the case. Please use the template named: **CAS-Reappointment for Full-Time/Part-time Lecturer**
- Under "Candidate Documents" please upload the following as separate PDF files (**Please note: this step is only for Full Dossiers**):
 - Teaching Statement
 - CV
- Under the Internal Section under "Departmental Documents" please upload the following as separate PDF files:

- Cover Sheet
 - Chair's Memo
 - Faculty Vote Sheet
- Move case forward by clicking "Send Case" button at the top right and Click on "VPC Dean Technical Review"