

Senior Instructional Professor Appointments: Components of a Case

Cases made in recommendation of an appointment, reappointment, or promotion of an appointee in the Senior Instructional Professor ranks should include the elements listed here.

Components of a Case: **New Appointments**

From the candidate:

- Cover letter
- Curriculum vitae
- Teaching statement, if applicable
- Sample of work, if applicable
- Sample syllabi, if applicable
- Evidence of successful management of programs previously (or evidence of potential to do so), if applicable
- Evidence of teaching effectiveness (e.g., course evaluations or other relevant assessments), if applicable

From the unit:

- Letters of recommendation
- Committee's, Chair's and Dean's (or Deans') memos

Components of a Case: **Reappointment and Promotion**

From the candidate:

- Narrative report that addresses work done in all assigned duties in domains, and plans for the future (may include elements of a teaching statement, program assessment, or other elements as applicable)
- Curriculum vitae
- Supporting documents (syllabi, assignments, research, lab manuals, etc., as applicable)

From the unit:

- Performance evaluation
- Evidence of effectiveness in the performance of duties
- Committee's, Chair's and Dean's (or Deans') memos