

## Dossier Checklists for Lecturer, Preceptor, and College Fellow Appointments

### General Practices

Please securely send a digital copy of the preliminary dossier, including a draft offer letter, to the assistant dean for the division (AD). Please follow HUIT's [recommended practices](#) for secure document transfer (e.g., Accellion Kiteworks, encryption, etc.), which can vary by user platform. To facilitate storing and sharing of files, please name the file as follows using alpha-numeric characters only (no dashes, commas, slashes, etc.):

[Last Name] [First Name] [Department Name] [Appointment Type] dossier [Month, Date, and Year of dossier submission, expressed numerically: XX YY ZZ].

**Example:       Smith Joanna Psychology Lecturer dossier 1 4 26**

If a dossier is revised and resubmitted, please repeat the original title, followed by "rev" and [Month of resubmission] [Date of resubmission] [Year of resubmission].

**Example:       Smith Joanna Psychology Lecturer dossier 1 4 26 rev 2 15 26**

After the offer is finalized, please send a digital PDF copy of the final dossier to the Appointments Office in the Office for Faculty Affairs via Aurora. **Departments should retain documents according to [practices recommended by Harvard Archives](#).**

## Dossier Checklist for All Lecturer, Preceptor, and College Fellow Appointments

- |   |                                                                                                                              |                          |
|---|------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1 | Candidate's curriculum vitae (including bibliography).                                                                       | <input type="checkbox"/> |
| 2 | Course title, course description, and syllabus for the course(s) the candidate intends to teach during their first semester. | <input type="checkbox"/> |
| 3 | A copy of the offer letter and all subsequent emendations to it.                                                             | <input type="checkbox"/> |
| 4 | A copy of the candidate's letter of acceptance.                                                                              | <input type="checkbox"/> |

*Note: The candidate should not solicit student letters. Any unsolicited student letters will not be included in the dossier.*

**Please use the appropriate addenda checklist below for the remaining dossier materials.**

### After an Offer is Finalized

Please securely send 1 digital PDF copy of the final signed offer letter and 1 digital PDF copy of the candidate's signed acceptance letter to the associate dean for the division. Please follow HUIT's [recommended practices](#) for secure document transfer (e.g., Accellion Kiteworks, encryption, etc.), which can vary by user platform.

Completion of an I-9 on or before the appointment start date and submission of any other necessary documents is required of all new employees, or after a break in service of one year or more. Questions about I-9 completion should be directed to FAS Central Payroll.

### **For Lecturer and Preceptor Appointments Requiring a Search**

- |   |                                                                                                                                                                                                                                                                                                |                          |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 5 | A copy of the department's request for the search authorization and a copy of the divisional dean's letter authorizing the search.                                                                                                                                                             | <input type="checkbox"/> |
| 6 | Case statement. See description in Step 4 above.                                                                                                                                                                                                                                               | <input type="checkbox"/> |
| 7 | 3-5 letters of recommendation, and any other application materials (e.g., cover letter, including a description of teaching/advising philosophy and practices as well as approach to creating a learning environment in which students are encouraged to ask questions and share their ideas.) | <input type="checkbox"/> |

### **For College Fellow Appointments**

- |    |                                                                                                                                                                                                                         |                          |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 5  | A copy of the department's request for the search authorization and a copy of the divisional dean's letter authorizing the search.                                                                                      | <input type="checkbox"/> |
| 6  | College Fellows application form.                                                                                                                                                                                       | <input type="checkbox"/> |
| 7  | A cover letter that describes the applicant's experience and interest in the position.                                                                                                                                  | <input type="checkbox"/> |
| 8  | Teaching materials (including teaching awards, representative course syllabi, and teaching evaluations).                                                                                                                | <input type="checkbox"/> |
| 9  | A teaching/advising statement describing the applicant's philosophy and practices as well as their approach to creating a learning environment in which students are encouraged to ask questions and share their ideas. | <input type="checkbox"/> |
| 10 | A research statement.                                                                                                                                                                                                   | <input type="checkbox"/> |
| 11 | 3 letters of recommendation.                                                                                                                                                                                            | <input type="checkbox"/> |
| 12 | Verification of doctoral completion from the candidate's home institution.                                                                                                                                              | <input type="checkbox"/> |
| 13 | (Applicable only for those candidates who have not yet received the doctorate.) A letter from the fellow's advisor confirming that the candidate will receive a doctorate prior to the appointment start date.          | <input type="checkbox"/> |