



CALIFORNIA STATE UNIVERSITY, LONG BEACH

THE OFFICE OF FACULTY AFFAIRS

LECTURER TO TENURE-TRACK (TT) RECLASSIFICATION REQUEST FORM 2026-27

*Instructions: Complete this form and submit required supplemental documentation via email to your Department Chair (if applicable) and/or Dean as **one PDF**.*

Note: before submitting, please confirm with your dean regarding capacity to provide work, budget capacity, and there is no pending search relevant to your expertise. Last date to submit reclass requests to the Provost is **January 29, 2027**.

Name (Last, First)	
College/Library	
Department	
Campus ID Number	
Email	
Phone Number	

Please Check All Application Materials are Included in Application

Current CV	☐
Statement of Interest	☐
Three Letters of Recommendation	☐
Research Agenda Statement	☐
Teaching Philosophy Statement	☐
Demonstration of potential for RSCA (see. pp. 2-3)	☐
Demonstration of potential for Teaching Excellence (Option #1 or #2) (see. pp. 2-3)	☐
Student Success Statement	☐

Date: ____/____/____



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Candidate Application | LECTURER Faculty

Complete Application	Demonstrate potential for RSCA agenda	Option #1 Demonstrate potential for teaching excellence	OR Option #2 Demonstrate potential for teaching excellence
Include these items: ✓ Reclass Request form ✓ Current CV ✓ Statement of Interest ✓ <u>Student Success Statement</u> ✓ Three letters of recommendation ✓ Lecturer Faculty Self-Assessment for Tenure-Track Consideration	✓ Research agenda statement and one of the following:	✓ Teaching Philosophy Statement ✓ Comprehensive evaluation (6-year or 3AY)	✓ Teaching Philosophy Statement and three of the following:
	✓ Sample publication (published) ✓ Sample publication (submitted) ✓ Sample funded RSCA/external grant application ✓ Other evidence of RSCA potential		✓ Sample syllabus ✓ Sample Lecture ✓ Teaching Observation Report from within the last three years ✓ Sample grading rubric ✓ Student evaluations reflective of two semesters (or three quarters) from within the last three years ✓ Other evidence of teaching excellence potential



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Candidate Application | **LIBRARY** Faculty

Complete Application	Demonstrate potential for RSCA agenda	Option #1 Demonstrate potential for instructional excellence	OR Option #2 Demonstrate potential for instructional excellence
Include these items: ✓ Reclass Request form ✓ Current CV ✓ Statement of Interest ✓ Student Success Statement ✓ Three letters of Recommendation ✓ Lecturer Faculty Self-Assessment for Tenure-Track Consideration	✓ Research agenda statement and one of the following:	✓ Statement of Instructional Service ✓ Comprehensive evaluation (6-year or 3AY)	✓ Statement of Instructional Service and three of the following:
	✓ Sample publication (published) ✓ Sample publication (submitted) ✓ Sample Professional Conference Presentation ✓ Sample funded RSCA/external grant application ✓ Other evidence of RSCA potential		✓ Sample syllabus ✓ Sample Lecture ✓ Teaching Observation Report from within the last 3 years ✓ Student evaluations/survey feedback reflective of 2 semesters (or 3 quarters) from within the last 3 years ✓ Other evidence of instructional service



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Lecturer Faculty Self-Assessment for Tenure-Track Consideration

Review the categories and consider the questions below as you explore if the tenure-track pathway is right for you. Please confirm completion by checking off each question.

General

☐ Have you reviewed the relevant university, college, and department RTP policies?

Instruction

☐ Do you have evidence of providing effective instruction?

☐ Have you developed innovative and/or culturally inclusive instructional methods, learning objects, and/or curricula?

☐ Can you provide evidence of effective instruction and engagement of a diverse student population?

Research and Scholarly/Creative Activity (RSCA)

☐ Have you engaged in, and can you articulate a long-term research, scholarly and/or creative activity agenda?

☐ Do you have evidence or potential for continued RSCA?

☐ Can you describe the significance and potential impact of your work to the department, college, university, and larger discipline?

Service

☐ Do you have evidence of contributions to department, college, university, discipline, and/or community service activities?

☐ Have you participated in shared governance?

ACKNOWLEDGEMENT

Name: _____ Signature: _____

Date: _____



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INITIAL ASSESSMENT OF APPLICATION

*Below you will find clarification of the
independent assessment criteria to be addressed.*

Dept chair level independent assessment/recommendation

- Assessment of candidate's application credentials (addressing potential for excellence in teaching, RSCA, and service)
- Lecturer's ability to contribute to teaching, RSCA, and service

Department level independent assessment/recommendation

(approved by simple majority)

- Assessment of candidate's application credentials (addressing potential for excellence in teaching, RSCA, and service)
- Lecturer's ability to contribute to teaching, RSCA, and service

Dean level independent assessment/recommendation

Include but not limited to:

- Assessment of candidate's application credentials (addressing potential for excellence in teaching, RSCA, and service)
- Dept/program information such as: Current tenure density, Major and course SFR, Student enrollment and demographics, Faculty FTEF and demographics, Fiscal capacity (e.g., professional development funds, etc.), etc.



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[not for candidate]

RECOMMENDATION

1. Department Chair's Recommendation - if applicable (check one):

Recommend ☐	Do not Recommend ☐
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Signature of Department Chair: _____ Date: ____/____/____

[Attach assessment]

2. Department Review Committee's Recommendation (check one):

Recommend ☐	Do not Recommend ☐
------------------------------------	---

Signature of Department Review Committee
Chair: _____

Date: ____/____/____

Department Review Committee Names:	

[Attach assessment]

3. Dean's Recommendation (check one):

Recommend ☐	Do not Recommend ☐
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Signature of Dean: _____

Date: ____/____/____

[Attach assessment]

In order to proceed forward to final stage, the Dean and at least one other department level, must affirmatively recommend. For the library, the Dean must affirmatively recommend.



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[not for candidate]

ASSESSMENT OF CANDIDATE

Dean's Final Recommendation (check one):

Recommend ☐

Do not Recommend ☐

- Assessment of candidate's *applicant review process* (e.g., feedback from interviews with dept faculty, presentations, or mock teaching activities, etc.)

[Attach all submitted materials plus final assessment]

Last date to submit reclass requests to the Provost is January 29, 2027.

Provost's Decision (check one):

Approve ☐

Do not Approve ☐

Signature of the Provost: _____

Date: ____/____/____