The candidate submits his/her materials as outlined in the eligibility letter to the School for review. The School will add additional materials and assemble all in a case file in the order outlined below. The School provides one original (clearly marked “original”), one copy and an electronic version through Box.com of the review file to the Academic Personnel Office.

- Set of two (2) labels with candidate’s name, School and the words “Lecturer Merit Review”
- Table of Contents
- Dean's Recommendation Letter, including salary recommendation
  - Transmittal Memo, if applicable
  - Candidate’s Response, if any
- Case Analysis from the Review Committee, using the evaluation criteria outlined in the MOU, Article 7b.D as a guideline
- Candidate’s written response to the Case Analysis, if provided
- Solicited Letters of Assessment, Optional (original)
  - Code Key of reviewers
  - Candidate’s statement of concerns about possible bias, if provided
  - Copy of letter of solicitation
- Candidate's self-statement or evaluation, if provided
- Current curriculum vitae
- Teaching evaluations
  - Student evaluations –original data for classes <10; summary and analysis for large classes. Include summary of students’ written comments.
  - Assessment resulting from classroom visitations by colleagues and other evaluators, if available
- Additional teaching materials, if provided (such as syllabi, tests, reading lists etc.)
- Signed and completed Procedural Safeguard Statement
- Additional materials submitted: list each additional item submitted on Table of Contents