

EXCELLENCE REVIEW (LECTURER, CONTINUING APPOINTMENT)

Candidate has accrued 12 semesters (at any workload percentage) as a Lecturer in the designated School and is proposed for a Continuing Appointment (MOU, Article 7B).

NAME

SCHOOL

ACADEMIC AREA

12 semesters as of

____ / ____ / ____

DATE

PREPARED BY

____ / ____ / ____
DATE SUBMITTED

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 Excellence 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
- ___ 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