

LECTURER, CONTINUING APPOINTMENT - MERIT REVIEW

NAME _____

SCHOOL _____

ACADEMIC AREA _____

Review period from: _____

DATE

to: _____

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 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