**FORM 20: CHECKLIST FOR ALL LECTURERS**

**CANDIDATE NAME DATE HIRED**

**OFFICE / DEPARTMENT PHONE EXT.**

**DEPT CHAIR/HEAD/DESIGNEE PHONE EXT.­­­­**

LECTURERS within the Bargaining Unit appointed after December 31 of the current academic year shall be reviewed the following year as a first-year candidate. The Departmental Lecturer Recontracting Chairperson’s initials must appear on blank lines under “Initials.” Please number the pages of the recontracting file and collate in the order listed and include the corresponding starting page number where indicated.

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Page** | **#** | **CHECKLIST ITEM** | **Initial** |
| **i** | **1.** | Checklist (this page) |  |
| **\_1\_** | **2.** | Application Form |  |
| **\_\_\_** | **3.** | Curriculum vitae (required) |  |
| **\_\_\_** | **4.** | Executive Summary (required) |  |
| **\_\_\_** | **5.** | Job Description (from initial job posting) |  |
| **\_\_\_** | **6.** | Courses Taught and Adjusted Load (current review cycle) |  |
| **\_\_\_** | **7.** | Approved Department Recontracting criteria |  |
| **\_\_\_** | **8.** | Teaching/Professional Performance:   * Self-assessment * Student evaluation summaries (current cycle) and candidate’s responses * Peer evaluations (current cycle) and candidate’s response * Plans for future growth |  |
| **\_\_\_** | **9.** | Professional Development   * Self-assessment * Plans for future growth |  |
| **\_\_\_** | **10.** | Service to the University and Wider Professional Community   * Self-assessment * Plans for future growth |  |
| **\_\_\_** | **11.** | Departmental/Committee evaluation, numerical vote, and minority report (if necessary) (Appendix D)  ENSURE THAT ALL SIGNATURES ARE PRESENT |  |
| **\_\_\_** | **12.** | Previous evaluations (as applicable)   * Include reviews from Department/Office and Dean/Supervisor |  |
| **\_\_\_** | **13.** | Supplemental Folder   * Student evaluations raw data (current cycle) * Student evaluations summaries and raw data (prior cycles) * Peer evaluations (prior cycles) |  |