## RECONTRACTING CHECKLIST FOR LECTURERS

**CANDIDATE NAME:**

**DEPARTMENT:**

**COLLEGE/SCHOOL:**

**DATE OF APPOINTMENT:**

**YEAR OF SERVICE (e.g., 2nd, 3rd, etc.):**

**YEAR(S) APPLYING FOR:**

**DEPT CHAIR/HEAD:**

**DEPT TR&P COMMITTEE CHAIR:**

Lecturers 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.

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| --- | --- | --- | --- | --- | --- |
| **Start Page** | **#** | **CHECKLIST ITEM** | **Dept. TR&P Chair**  **Initials** | | |
| **i** | **1.** | Checklist (this page) |  | | |
| **ii** | **2.** | Table of contents | |  |
| **\_1\_** | **3.** | Curriculum vitae | |  |
| **\_\_\_** | **4.** | Executive Summary (Not to exceed 3 pages) | |  |
| **\_\_\_** | **5.** | Courses Taught and Adjusted Workload Worksheet (current review cycle) | |  |
| **\_\_\_** | **6.** | Teaching/Professional Performance: (Not to exceed 7 pages)   * Self-assessment * Candidate’s summaries of the student evaluations (current cycle) * Candidate’s responses to the student evaluations (current cycle) * Candidate’s responses to peer observations (current cycle) * Plans for future growth | |  |
| **\_\_\_** | **7.** | Professional Development (Not to exceed 4 pages)   * Self-assessment * Plans for future growth | |  |
| **\_\_\_** | **8.** | Service to the University Community and to the Wider and Professional Community, if applicable (Not to exceed 5 pages)   * Self-assessment * Plans for future growth | |  |
| **\_\_\_** | **9.** | Current Department Committee recommendation, numerical vote, and minority report (if applicable) and candidate’s responses (if applicable). (Department Committee Recontracting Recommendation Form)  ENSURE THAT ALL SIGNATURES ARE PRESENT. | |  |
| **\_\_\_** | **10.** | Previous cycle recommendations (as applicable) and candidate’s responses (if applicable)  Include reviews from Department and Dean | |  |
| **\_\_\_** | **11.** | * Supplemental File is MANDATORY and delivered as a SEPARATE SEARCHABLE PDF DOCUMENT * Table of contents (WITH HYPERLINKS FOR EASE OF NAVIGATION) * Job Description (from initial job posting) * Approved Department Tenure & Recontracting Criteria * Student evaluations – current cycle raw data and prior cycle summaries * Peer observations (current and prior cycles) * Other supplementary materials (only as needed, not to exceed 10 pages) | |  |