

FORM 6: CHECKLIST FOR LECTURERS

CANDIDATE NAME: _____ **DATE HIRED:** _____
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.

Start Page	#	CHECKLIST ITEM	Dept. TR&P Chair Initials
i	1.	Checklist (this page, Form 6)	_____
ii	2.	Table of contents	_____
<u>1</u>	3.	Curriculum vitae	_____
___	4.	Executive Summary Not to exceed 4 pages	_____
___	5.	Courses Taught and Adjusted Load (current review cycle; Form 2)	_____
___	6.	Teaching/Professional Performance Not to exceed 7 pages	_____
		<ul style="list-style-type: none"> • 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 evaluations (current cycle) • Plans for future growth 	
___	7.	Professional Development Not to exceed 7 pages	_____
		<ul style="list-style-type: none"> • Self-assessment • Plans for future growth 	
___	8.	Service to the University Community Not to exceed 2 pages	_____
		<ul style="list-style-type: none"> • Self-assessment • Plans for future growth 	
___	9.	Service to the Wider and Professional Community Not to exceed 2 pages	_____
		<ul style="list-style-type: none"> • Self-assessment • Plans for future growth 	
___	10.	Department Committee evaluation, numerical vote, and minority report (if applicable). (Form 3) ENSURE THAT ALL SIGNATURES ARE PRESENT.	_____
___	11.	Previous evaluations (as applicable) Include reviews from Department and Dean	_____
___	12.	Supplemental File (separate document)	_____
		<ul style="list-style-type: none"> • Table of contents • Job Description (from initial job posting) • Approved Department Tenure & Recontracting Criteria • Student evaluations raw data (current and prior cycles) • Peer evaluations (current and prior cycles) • Other supplementary materials (only as needed, not to exceed 10 pages) 	_____