



College of Social and Behavioral Sciences

**Non-Tenure Eligible Lecturer Renewal/Annual Review Materials Checklist
(Effective Fall 2008)**

The checklist is for 1st Year or Continuing Lecturers. Other non-tenure eligible faculty (Visiting Assistant Professors or Instructors, for example) should talk to the chair or director about their review checklist.

1	Faculty Review Routing Form	This form is used to document each level of review and recommendation and must have all required signatures and dates. <i>Form is located on the Provost's website.</i>
2	Statement of Expectations (SOE)	Submit signed copies of the SOE for the year under review and those from previous years.
3	Annual performance report	Submit the report for the year under review. Retain previous reports in your personal file.
4	Curriculum vitae (CV)	Submit a current copy of the curriculum vitae.
5	Professional statement or narrative	Submit a narrative explaining how your performance in the areas specified in the statement(s) of expectations shows your eligibility for renewal (which is not guaranteed and is dependent upon performance, budget, and need).
6	Letters of recommendation & evaluation written by all committees (e.g., unit Annual Review, Faculty Status Com.) & administrators (e.g., chair, director, dean, Provost).	Recommendation letters for the current review are added to the file as it moves through the process. Submit previous letters from all levels of review. For renewal as a lecturer, this includes all renewal and annual review letters.
7	Formal evaluations of teaching	Submit paper copies of SBS student opinion survey results and comments and other teaching evaluations that are approved unit policy from the year under review and all previous years.
8	Supporting materials in teaching, advising, & other student-related responsibilities (and any other responsibilities found in your statements of expectations or letter of offer)	Submit course syllabi and other documentation of your performance in this area. Include a brief statement on your teaching philosophy, illustrate how this philosophy guided pedagogical choices and accomplishments, and show how these activities were evaluated and contributed to your unit's goals & emphases.