

Effective Date: 7 / 19 /2019

APPENDIX A

**WPAF Required Items Checklist for Lecturers
with Teaching Duties**

Faculty initials	Item
	Completed Checklist (initialed, signed, and dated by review candidate)
	Index of materials
	Current Curriculum Vitae
	A list of all courses taught in the department or equivalent
	One representative syllabus for each course taught during the evaluation cycle
	The complete university-prepared report of the Student Evaluations of Instruction for all courses evaluated in accordance with the CBA during the evaluation cycle
	Course materials such as sample lesson plans, assessments of student learning outcomes, assignments, and examples of student work, pertaining to the evaluation cycle
	Materials required in accordance with approved college/division and/or department / program or equivalent criteria
	Copies of all prior periodic evaluations with responses/rebuttals (if any)
	A copy of the relevant university procedure, and all college / division, and department / program Lecturer evaluation criteria
	<i>Optional:</i> Any other evidence relevant to the duties of the appointment
	<i>Optional:</i> Evidence of scholarship, professional development, creative activities, and/or service to the campus, the community and/or the profession, whether or not these are required by the appointment.
	<i>Optional:</i> Peer input from the period being evaluated.
	<i>Optional:</i> A self-assessment or reflection with respect to the duties of the appointment for the evaluation cycle.

I verify that all items are included in the file:

Signature

Date