

Effective Date: 7 / 19 / 2019

APPENDIX B

WPAF Required Items Checklist for Librarians, Counselors  
and Lecturers whose Primary Duties are not Teaching

| Faculty initials | Item  |
|------------------|---|
|                  | Completed Checklist (initialed, signed, and dated by review candidate)  |
|                  | Index of materials  |
|                  | Job Description or Assignment of Responsibility   |
|                  | Current Curriculum Vitae  |
|                  | 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