SCHOOL OF ENGINEERING

LECTURER REVIEW (TO SENIOR OR PRINCIPAL)

TABLE OF CONTENTS

1. Curriculum Vitae Section
   a. CV (See SOE P&T Policy p.3 for required information for CV)
      i. Cover page to CV should summarize your major accomplishments (see SoE FAQ)
2. Teaching Statement or Portfolio Section
   a. Teaching Statement (recommended ~ 2 pages)
   b. Teaching Record
      i. Peer course/teaching reviews/evaluations
         1. Peer teaching evaluation for the most recent 3 years (SoE Requirement). SoE will focus on most recent 3 years; Academic Affairs guidelines request one per year (see SoE FAQ)
         2. Course-student evaluations to include:
            a. Summary of Student Evaluations (use template table in the appendix of the Academic Affairs RPT Guidelines)
         3. Student Comments (combine into one PDF for each course). SoE will focus on most recent 3 years; Academic Affairs guidelines request one per year (see SoE FAQ)
   c. Course Materials
      i. Examples of original teaching materials from each unique course taught (no need to include materials from the same course taught over several semesters). See Academic Affairs RPT guidelines for naming convention for files.
3. Research/Creative Works Section
   a. Research Statement (recommended ~ 2 pages)
4. Service Section
   a. Service Record Statement

    b. Optional explanatory materials

5. Supplemental Materials

    a. Comprehensive List of contents of Supplemental Material

    b. Statement of Professional Aspirations for the next Decade (SoE Requirement)

    c. Citations over a 3-year term, sum of citations for 3 most cited papers, and the sources of citations (SoE Requirement)

    d. 5 most significant publications in the last 5 years (with brief summary) (SoE Requirement)

    e. List of any unpublished material (can also be listed in CV)

    f. Any additional materials you would like such as: Books; Articles; Research Grants; Reviews of grant proposals or manuscripts; Unsolicited letters describing contributions to community, awarding of prizes, gratitude of students and professional colleagues, contracts for future publications, etc. See Academic Affairs RPT Guidelines for details on how to list these items.

Sections 9-13 are added to Dossier at Department or School Level. Not by Candidate.

6. Annual Reviews

    a. Chair's summary of candidate's annual reviews

    b. Individual annual reviews from previous years

7. Department Vote and Comments

    a. Report from Departmental P&T Committee

    b. Summary of faculty vote

    c. Individual department reviewer recommendation forms (using SoE Template for reviewers)

8. Department Chair Recommendation Letter

9. Dean Recommendation Letter