Index of Materials

College of Science and Mathematics

1. Completed Checklist (initialed, signed, and dated by review candidate)
2. Index of Materials
3. Current Curriculum Vitae
4. A list of all CSUSM courses taught in the department or equivalent
5. One representative syllabus for each course taught during the evaluation cycle
6. The complete university-prepared report of the Student Evaluations of Instruction for all courses evaluated in accordance with the CBA during the evaluation cycle. This is to include both the file with the student feedback and the companion comparison file received later (profile line). If you cannot locate the emails you received with these attachments, copies of the evaluations can be requested from Institutional Planning and Assessment. Note - One-semester lecturers will not have these files before the WPAF deadline and they will be added later by the Chair. One-year contract lecturers should upload their Fall semester evaluation and comparison files, but the Chair will need to access the Spring semester evaluations.
7. Course materials such as sample lesson plans, assessments of student learning outcomes, assignments, and examples of student work, pertaining to the evaluation cycle
8. Materials required in accordance with approved college/division and/or department/program or equivalent criteria.
9. Copies of all prior periodic evaluations by chairs or PRCs with responses/rebuttals (if any). Note – these are previous evaluations of you, not student evaluations (those go under #6 above).
10. A copy of the relevant university procedure, and all college/division, and department/program Lecturer evaluation criteria
11. Item Required by Applicable College Policy (please review your specific college evaluation policy to determine what, if anything, is required)
12. A self-assessment or reflection with respect to the duties of the appointment for the evaluation cycle
13. Optional: Any other evidence relevant to the duties of the appointment
14. Optional: 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.
15. Optional: Peer input from the period being evaluated.