



Note: Content may vary depending on lecturer assignment, department requirements, and lecturer's selected area(s) of emphasis.

1. **Cover Letter**

- a. Introduce contents of Comprehensive Evaluation File.
- b. Summarize courses taught during period of evaluation.
- c. Note highlights or explain problems in student evaluations.
- d. Give highlights of instructional materials
- e. Give highlights of service to students.
- f. If it is a part of your job description or if you wish to be evaluated on these areas, give highlights of professional growth and development and/or university/community service.

2. **Current Vita**

3. **Summary Reports** of Student Evaluation of Instructor for each class that have student evaluations during the period for which you are being evaluated.

4. **Instructional Materials**, including course syllabi and examples of student learning (such as exams, representative assignments, rubrics, or portfolios).

5. **Reflective Narrative** or statement of teaching philosophy (could be included in cover letter).

If it is a part of your job description or if you wish to be evaluated on the following areas, provide appropriate evidence of:

6. **Professional Growth and Development** (including Scholarly/Creative Activities and Pedagogical Contributions to the Profession).

7. **University/Community Service** (including Service to Professional Organizations).