



CNSM LECTURER EVALUATION

Suggestions for a Comprehensive Evaluation File

Required Documents

1. Index of submitted materials
2. Current Vita
3. Course completion data for all of the candidate's teaching assignments since the last review (if available)
4. Summary Reports of Student Evaluation of Instructor (SPOT) for each class for which you have student evaluations during the period being evaluated (if available)
5. Reflective Narrative (as described in 2.1. of the CNSM Evaluation Standards for Lecturers)
6. A copy of the most recent previous department-level review (if available)
7. Instructional Materials, including course syllabi, and samples of representative assignments and assessment tools

Optional Documents

Only required if part of the job description or if you wish to be evaluated on the following areas:

8. Evidence of research activities
9. Evidence of University/Community Service
10. Description of advising activities