



## **CNSM LECTURER EVALUATION FILE CONTENT**

CNSM lecturer review files must include the following materials (if available) to assist departmental and college level evaluation of their teaching.

### **To be added by department office staff:**

1. Course completion data for all of the candidate's teaching assignments since the last review

### **To be added by a lecturer:**

2. Index of submitted materials
3. Current Vita
4. Reflective Narrative (as described in 2.1. of the CNSM Evaluation Standards for Lecturers);
5. If applicable, a copy of the most recent previous review
6. Summary Reports of Student Evaluation of Instructor for each class for which you have student evaluations during the period being evaluated
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.