The Digital Annual Report is a folder with eight subfolders. These subfolders correspond to the elements of LEO annual reports. Some subfolders will contain a single item, such as the c.v. folder, while others may contain additional subfolders, such as the syllabi folder. These instructions will suggest how to assemble your annual report so that it may be easily submitted. This will be done by going through each subfolder and describing what should be in it, as well as recommendations for finishing it and preparations to use this folder for future interim or major reviews.

1. C.V.: As one might expect, this contains your updated c.v. Every time you update your c.v., place a copy in this folder. You may delete the old copy then, or do so when you check through these folders prior to submission. There needs to only be one c.v.
2. Teaching Reflection: This folder contains your teaching reflection as well as a folder containing prior teaching reflections. This arrangement keeps the reflection for the period under review front and center while preserving prior reflections for submission in the major review. Each year after you submit your report, you can shift the teaching reflection to the subfolder for prior years.
3. Administrative Remarks: This is the folder in which your chair or supervisor’s remarks will be placed, including a subfolder for remarks from prior periods. Again, as with the teaching reflection, only the most recent document needs to be outside the subfolder.
4. Class Observations: This folder contains the reports of any observations done of your teaching. As there are generally not an overwhelming number of these documents, even over a four year period, there is no need for a subfolder for prior years.
5. Syllabi: This folder should have a subfolder for each course (not section) you taught in the period under review. In the subfolder, you may have multiple versions of the syllabi, representing different sections, classroom environments (i.e. face to face, mixed mode, on-line), versions of the course, or other differences. There is no need to include three copies of a syllabus that was used for three sections with no substantive difference.
6. Student Evaluations: As with the syllabi, there are folders for each course taught, plus the Course Evaluation Excel Sheet. Additionally, there is a subfolder for all previous years. Unlike the syllabi folder, these course subfolders contain all the evaluations done for that course, even if it was the same course taught the same way three times.
7. Service: For Lecturer IIIs and IVs there is a service component. This folder is where you place your service reflection, and has a subfolder for the reflections of previous periods.
8. Additional materials is where all supplemental materials go. You may create subfolders (teaching, videos, tests, etc.) if you wish to keep the material organized.

A main reason for the previous year’s subfolders in many of these sections is that the Interim and Major reviews have multiyear periods they cover, and thus some material from earlier reports is still needed. The basic outline is as follows:
First Year: Annual Report covering the first calendar year of employment. This report is submitted to your chair or program director. After you have put all the items in their respective places, written and inserted the appropriate reflections, and filled out the Course Summary Excel sheet and inserted it, you can zip the file and email it to your chair or program director. You will still have a copy to build on for the next year. Your supervisor will send any remarks to you for inclusion in the administrative remarks folder.

Second Year - Interim Review: covering the first two years of employment, thus requiring both year’s syllabi and course evaluations, plus records of any administrative remarks, etc. Again, this goes directly to your supervisor. This review requires a written response from the supervisor. The written remarks are archived in the dept records for future reviews and a copy is provided to the LEO member for inclusion in his/her own folder within the administrative remarks folder.

Third Year: Annual Report covering only the third calendar year of employment. One may wish to use a fresh Digital Annual Report shell, although you simply could remove unnecessary subfolders to another location, to be replaced after submission of this report. Again, this report goes only to your supervisor.

Fourth Year - Major Review: covering the entire period of employment, thus containing all the required material from the two annual reports and the interim review. If you used a fresh shell for the third year annual report, you should combine that material with that of your interim report, then add the current year’s material. This review is submitted via Blackboard to a committee, although you may wish for your supervisor to submit some remarks regarding the entire period.

Subsequently – 2nd Major Review: covering the entire period of time from completion of the first major review until the second major review, thus containing all the required materials from the annual reports since the major review. This review is also submitted via Blackboard to a committee.

Subsequently – Continuing Renewal Reviews (for those Lec II/IV’s who have already completed two Major Reviews): covering the period from since the second Major Review or a previous Continuing Renewal Review. Unlike all prior reviews, academic departments are responsible for collecting and organizing the following materials in the digital folder: Chair Statement, Annual Reports (with administrative feedback if given), Course Summary Excel sheet, Classroom Observations, and Course Evaluations. This report requires lecturers to provide only a teaching statement, a service statement (if a Lec IV), and a copy of course materials for the last two terms of instruction.