Please prepare your Interim Review adhering to the following format and order of documentation. All documents must refer to the entire period of the Interim Review, covering all courses taught since the point of hire (courses underway in the semester the review is submitted should not be included). The Interim Review consists of a narrative response and several attachments.

**Interim Review Narrative:** Responses to items 1 through 4 should be in writing and should not exceed 6 pages.

1. **List of courses taught.** Listed chronologically starting from most recent semesters. Identify clearly the semester, year, section number, and enrollments.

2. **Reflection on teaching.** Comment on a reflection of how you have improved as a teacher in the period of the review. Include successes and challenges on your performance as a teacher, and how they have affected your approach to teaching. Include your philosophy of teaching, how you approach instruction and students, how you develop and design your courses.

3. **Reflection on student course evaluations/peer observation(s).** Include an overall reflection on student’s comments and numerical ratings, and the manner in which you might address necessary changes suggested by students or peers. Describe how comments and numerical ratings have changed throughout the review period; reflect on changes you have made during this period as a result of student comments and/or peer observations.

4. **For Lecturer IIs only.**

   a. **Describe Your Service Contributions.** List your relevant service activities during this review period. For each of them describe your contributions and/or responsibilities. List them separate by categories: Departmental, College, University, and Community (include local and professional communities.) See the Major and Continuing Renewal Review Standards on the CAS website for more information on College expectations for “meaningful service”.

Name: ________________________ Department______________________
Interim Review Attachments: In addition to the narrative response addressing the areas above, please provide copies of the following documents in the listed order. These documents should cover the entire review period.

a. **Course Evaluations Summary form** (available on the CAS website [http://www.umflint.edu/cas/leo.htm](http://www.umflint.edu/cas/leo.htm)). *Must contain all the data for courses in the review period.*

b. **Course evaluations.** *For all courses and sections taught in the review period. Include numerical ratings and all comments.*

c. **Classroom observation.** *Minimum one. Use the standard form for class observations available on the CAS website.*

d. **Course Documentation.** *For each different course taught include a syllabus. Also include samples of most relevant documents that support the narrative of your reflection on teaching (items 2 and 3 above). This might include assignments, tests, handouts and/or projects.*

e. **Vita.** *Vita should present information in reverse chronological order, including information on any advanced degrees or certifications earned, professional memberships, workshops/professional development activities attended (noting skills or materials learned), including participation in mentoring programs, teaching circles, technology training, etc.*

The Chair of the Department will submit written feedback to the Lecturer on the Interim Review. The Lecturer then has the option to respond to the Department Chair feedback (see Calendar for All Reviews on the CAS website). Copies of both documents should be kept in the department files, as well as in the Lecturer’s own files.

Revised May 2013