Lecturer’s Continuing Renewal Review Notebook Guidelines
School of Education and Human Services

The Continuing Renewal Review (the review for Lecturers II and IV who have already completed two Major Reviews) covers work at the university since the second Major Review or a previous Continuing Renewal Review. According to the contract, the Continuing Renewal Review is “conducted to confirm that the Employee is continuing to meet the written criteria and standards for major reviews” as described in the contract and defined by the academic unit. The positive result of a Continuing Renewal Review is a renewal or extension of your contract with the University, while a poor Continuing Renewal Review can result in remediation and ultimately non-reappointment. Thus, accuracy, completeness, and a clear, organized presentation of materials are essential. See the Major and Continuing Renewal Review STANDARDS and PROCESS AND GUIDELINES documents on the SEHS website for more information. See the REVIEW COMMITTEE ANALYSIS FORM for the areas that will be considered in this review. Please provide the following materials for your review:

I. Lecturer’s Statement and Reflection
   a. In the TEACHING portion of the statement and reflection, comment on your teaching performance during this period, including reflection on course materials, thoughts on student course evaluations and classroom observations, how you have adapted teaching methods and/or developed as a teacher during the period covered in this review
   b. Lecturer IVs only: in the SERVICE portion of the statement and reflection, comment on the significance of your contribution to the department, college, university, local and/or professional community

II. A copy of course materials for the last two terms of instruction.

The department will provide the following materials for consideration to the committee: Please note that due to SEHS units typically returning review documents to the employee, if any of the below documents are not in the department’s possession, the employee will need to provide the document(s) for review. Starting in the academic year 2014-2015, the documents below will be provided by the department as part of their record keeping from previous reviews.

I. Chair Statement.

II. Annual Reports.

III. Course Evaluations Summary Form.

IV. Classroom Observation.

V. Course Evaluations.