A Digital Annual Report is a folder with eight subfolders covering all work over a calendar year (January 1 through December 31). These subfolders correspond to the elements of LEO annual reports and this submission replaces the former Lecturer’s Annual Report Form from the College of Arts and Sciences.

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 digital annual report so that it may be easily submitted and reviewed. This will be done by going through each subfolder and describing what should be in it, as well as recommendations for finishing/submitting the report and preparations to use this folder for future interim, major, or continuing 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 should be only one current c.v. in this folder.

2. **Teaching Reflection:** This folder contains your teaching reflection – a place where you discuss successes, challenges, new approaches you attempted and plans for improvement. Provide comments on your course syllabi, course design, assessment of student learning and class interactions. This reflective statement should not exceed 2-3 typed pages. This folder may also include a subfolder containing prior teaching reflections. This arrangement keeps the reflection for the period under review easily accessible 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 subfolders for each course taught, plus the Course Evaluation Summary (Excel worksheet). Additionally, there is a subfolder for all previous years. Unlike the syllabi folder, these course subfolders contain all the evaluations done for that course (directly from the CourseEval system used to collect student evaluations), even if it was the same course taught the same way three times.
7. **Service:** (For Lecturer Is and IIs, this folder may be blank or omitted. For Lecturer IIs and IVs there is an expectation of service with the position.) This folder is where you place your service reflection: List relevant service activities this calendar year. For each of them describe your contributions and/or responsibilities. List in separate categories: Departmental, College, University, and/or 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”. This statement should not exceed 2 typed pages. This folder has a subfolder for the reflections of previous calendar years.

8. **Additional materials:** This is the folder 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, Major, and Continuing Renewal reviews cover multiyear periods, and thus some material from earlier reports is still needed. In the best interest of complete and accurate information for Interim and Major Reviews, Lecturers are encouraged to keep copies of your electronic annual report submissions and any documents associated with it. The basic outline for the various types of reports needed over time 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 as noted above, you can zip the file (see guidelines at [http://www.umflint.edu/cas/leo](http://www.umflint.edu/cas/leo) for instructions on zipping) and email it to your chair or program director. You will still have a copy to build on for the next year. Your supervisor may send remarks to you for inclusion in the administrative remarks folder, thought this feedback is optional for the annual report.

**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 as a zipped electronic file. 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 – 1st 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 (see instructions below), after your supervisor has submitted 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 after your supervisor has submitted administrative remarks.

**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. Lecturers will work closely with their supervisors to provide the necessary materials for electronic submission to the LEO Review Committee.

Submission of materials from the Lecturer to the Department Chair/supervisor should occur electronically, through zipped files. Zipped files should be labeled as follows, depending on the sort of review being submitted:

- `LastName FirstName 2015 Annual Report`
- `LastName FirstName 2015 Interim Review`
- `LastName FirstName 2015 First Major Review`
- `LastName FirstName 2015 Second Major Review`
- `LastName FirstName 2015 Intermittent Review`
- `LastName FirstName 2015 Continuing Renewal Review`

Chairpersons will respond to submissions (through Administrative Remarks Folder) and return a copy of the Report to the lecturer. In cases where the report is to be reviewed by the College’s LEO Review Committee (Major, Continuing or Intermittent Reviews), it is the responsibility of the LEO member to submit the zipped electronic materials via Blackboard for committee review. Specific directions for this submission will be emailed to those undergoing Major, Continuing, or Intermittent Review at the time of notification in November.
Questions regarding these processes can be directed to Tamasha Hart, (tamashah@umflint.edu or 762-3234) in the CAS Deans Office.