

Annual Evaluation Guidelines

- **Lecturers / Senior Lecturers**

All lecturers and senior lecturers are evaluated each *calendar year* by their corresponding WLC sections, or for sections with insufficient tenure-stream faculty, by a sub-committee of the FEC. Section reports are submitted via CyBox to the Department Chair (and Associate Chair) who, in turn, writes his/her own evaluative report. During the spring semester, the Department Chair meets individually with faculty members to discuss their written evaluations. These evaluations serve as the basis for contract renewal, salary increments, and advancement, where applicable.

As part of your evaluation, you will complete the Tenured Faculty Template. Your Template and all other evaluation/supporting materials will be submitted via CyBox. Please see the [Statement on Electronic Submission of Materials](#) for directions. Annual Evaluation templates and CVs should also be emailed to Amanda Runyan (runyan@iastate.edu) by the deadline: templates as a Word document with your last name + first name + AE + year, e.g. SmithJoanAE2016.docx; and CVs as a PDF, e.g. SmithJoanCV2016.pdf.

All evaluation materials should be submitted via CyBox by the second Tuesday after the beginning of spring semester classes, 5:00 p.m.

Submit the following materials:

1. Lecturer Template (as a Word document) including the 2-to-3 page narrative statement of your accomplishments in teaching and related activities;
2. current *curriculum vitae* (PDF);
3. statistical and narrative student evaluations for the calendar year (in one folder);
4. peer evaluations (as available; in one folder);
5. other examples of relevant professional activities (evidence of outreach, grant applications, conference papers, etc.; in one folder).
6. Representative teaching materials (one folder with PDFs in sub-folders organized by course) which you have authored such as:
 - a. course syllabi and schedules of activities
 - b. sample quizzes and exams
 - c. representative powerpoint presentations
 - d. any examples of instructor-authored materials for projects, presentations, etc.
 - e. examples of graded work such as essays, quizzes, or exams
 - f. any other relevant teaching material