**Excellence Review**: **Lecturer Series – Academic Year**

Checklist of documents that should be included in the dossier prior to submission to APO.

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| Name: | | | Department: | | | | |
| **Proposed Position:** | | | Present Position: | | | | |
| **Proposed Base Percent for Cont. Appointment** | **Fall:** | **Spring:** | Current Percent | Fall: | Spring: | | |
| **Proposed Salary:** | | | Present Salary: | | | | |
| **Effective Date:** | | | Last Reappointment Increase Date: | | | % Increase: |
| Time Accrued as of Last Semester Taught (# of Semesters):       As of: | | | | | | |
| **Candidate Summary**  ***Candidate Materials:***  Current Curriculum Vitae  Self-statement, preferred but not required, may include review materials listed in [Article Review Criteria Section C.1](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_43_academic-review-criteria_2021-2026.pdf)  Letters of reference and assessments by departmental Unit 18 faculty, departmental Academic Senate Faculty, other  academic appointees, students; and/or others external to the University of California, if provided by candidate  Written observations resulting from classroom visitations by colleagues and evaluators, if provided by candidate  Other teaching material, if provided by candidate (such as teaching plans, syllabi, etc.)  List of relatives employed by UC, if any, as required per [APM 520 policy](https://bmap.berkeley.edu/apm-520-16), as referenced in Article 37, Waiver  ***Department Materials:***  Course evaluations for all classes taught in review period, including all student comments   1. If any evaluations and/or student comments are unavailable, include an explanation in the comments field for the   course or in the departmental recommendation   1. Indicate departmental averaging methodology | | | | | | | |
| **Salary Recommendation:**  Enter proposed salary in AP Bears Salary recommendation tab *(sign off by Department(s) and Dean(s) required)*. Salary  must match what is listed in the recommendation letter(s) and checklist.   * If a range adjustment occurs after a unit has signed off on the salary tab recommendation, the subsequent   reviewer should clarify this and include the new salary in their recommendation, or enter an  explanatory note in the General Notes text box on the Overview page. | | | | | | | |
| **Documents:**  Dean’s recommendation memo  Chair’s recommendation memo, including:   1. Independent assessment of candidate’s teaching and performance building upon the ad hoc committee’s report    1. Include the percentages for the last two years of teaching    2. If known, indicate the course (s) the candidate is expected to teach    3. Provide explanation if the ad hoc committee does not include a Unit 18 faculty member 2. Salary recommendation and justification 3. Explanation of urgency, if applicable 4. Explanation of lateness, if applicable   Departmental ad hoc committee report *(Excellence Review Adhoc Report)*   1. Report and analysis of instructional performance, including:    1. Table of all teaching with semester and title, enrollment, response rate, mean effectiveness ratings, and department averages (Encouraged by not required if listed in the Candidate Summary)    2. Dedication to and engagement with teaching    3. Command of the subject matter and continued growth in mastering new topics    4. Ability to organize and present course materials    5. Setting pedagogical objectives appropriate to the course topic, level, and format    6. Responding to student work in ways commensurate with student performance, course topic, level, and format    7. Ability to awaken in students an awareness of the importance of the subject matter    8. Inspiring interest in beginning students and stimulating advanced students to do complex work    9. Developing pedagogically effective assignments, lecture slides, lesson plans, exams, and/or other course materials and/or prompts for student work   Candidate’s written comments in response to the departmental ad hoc committee report, if any  Completed checklist | | | | | | | |