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|  | Lecturer Evaluation (Range Elevation Review)WPAF Table of Contents |

The Working Personnel Action File shall contain the required items listed below as mandated by UPS 210.070. The items marked as optional (\*) may be required in some individual cases when appropriate to the work assignment.

Please edit this document and list the exact items within specific categories. For example, list the semester and course title for each document within the SOQ categories.

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| WPAF of |  |  |  |
|  | Name |  | Department |

1. WPAF Table of Contents (this document)

2. UPS 210.070 or Approved Department Standards for Lecturer Faculty

3. Curriculum Vita

4. Summary of Assigned Duties and List of Teaching Assignments

5, 6, 7. Narrative Summary

[Sections 6 and 7 modify Section 5 and do not have their own evidence. Follow the instructions in UPS 210.070 on how to modify your Narrative Summary, as applicable].

8. Statistical Summary Reports of Student Questionnaires (SOQ Stat Reports)

 *a. List of documents here*

9. Student Opinion Questionnaire Comment Reports (SOQ Comment Reports)

 *a. List of documents here*

10. Statistical Summaries of Grade Distributions (Graded Class lists)

 *a. List of documents here*

11. Additional Evidence of Teaching Performance

 *a. List of documents here*

12. Evidence of Currency in Field

 *a. List of documents here*

13. If Appropriate to Work Assignment: Evidence of professional, university, and community service and/or scholarship or creative activities\*

 *a. If applicable to work assignment, list documents here*

14. Development as an Instructor and Professional

 *a. If applicable to work assignment, list documents here*