

List of documents: For Careful Consideration Cases

•You should get these documents from the faculty member filing the grievance or do an information request under CBA 10.20. These documents should be placed in the grievance file and sent to CFA:

- The grievance and the Level 1 response.
- Vita.
- List of courses taught by lecturers in the department during the academic year at issue; a list of courses taught by lecturers in the previous academic year. The list should include the courses taught and the name of the lecturer assigned to teach them.
- The applicable department, school and university policy documents for the evaluation and appointment of lecturers.
- All previous periodic evaluations.
- All previous letters of commendation, particularly letters referencing excellent teaching.
- Any documentation sent to the lecturer explaining why they were not re-appointed.
- Any advertisements for the position that were sent out by the University as part of a national search.
- Letter requesting re-appointment
- All previous appointment letters.
- Personal action file sign-in log.