

Record of Evaluation for Temporary Faculty Member

Faculty Member Name: _____

Department: _____

_____ **Fall Semester Hire** _____ **Spring Semester Hire** _____ **Full Academic Year Hire**

Department Evaluation Committee Members: _____

Department Chairperson: _____

Classroom Observations

Full-time temporary faculty must have two observations per semester by the committee and one observation per semester by the chairperson; for part-time temporary faculty one observation is required per year-observation may be completed by a peer or the chair.

Date: _____

Date: _____

Class: _____

Class: _____

Observer: _____

Observer: _____

___ Observation report shared with faculty member

___ Observation report shared with faculty member

___ Observation report attached

___ Observation report attached

Date: _____

Date: _____

Class: _____

Class: _____

Observer: _____

Observer: _____

___ Observation report shared with faculty member

___ Observation report shared with faculty member

___ Observation report attached

___ Observation report attached

Student Evaluations

Course(s) Taught:

Fall: _____

Spring: _____

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- Student Evaluation summaries for all fall semester courses attached**
 - Faculty member employed for one semester only (no student evaluations required)**
 - Student Evaluation summaries for some fall semester course(s) attached**
 - No Student Evaluation summaries attached**

If missing some or all student evaluation summaries explain reason:

Evaluation Reports

- Committee Report shared with faculty member**
- Committee Report attached**
- Committee Report sent to chair with copy to Dean by deadline (see attached deadline chart)**

Department Chair Report shared with faculty member with copy to Department Committee

Department Chair Report attached

Department Chair Report sent to Dean by deadline (see attached deadline chart)

Dean's Report shared with faculty member; final report provided to Department Committee and Department Chair

Dean's Report attached

Dean's report sent to Provost by deadline (see attached deadline chart)

Department Evaluation Chair Signature

Date

Department Chair Signature

Date

Deans Signature

Date