**2018-2019 EVALUATION MATERIALS TO BE FORWARDED TO ACADEMIC HR**

**FACULTY**

Interim Meetings:

Confirmation of Interim Meeting – form only

Full Evaluation for Reappointment or Tenure

Completed Application for Full Evaluation for Reappointment or Tenure from the faculty member

Completed Full Evaluation & Tenure Recommendation Summary

Narratives from faculty member, PC, department head and dean

Any faculty responses to narratives that are submitted

Promotions

Completed Application for Promotion from the faculty member

Completed Promotion Recommendation Summary

Narratives from faculty member, PC, department head and dean

Any faculty responses to narratives that are submitted

PPEs

No standard form to complete – narrative to be submitted

**FULL TIME LECTURERS**

Initial or Periodic Evaluations

Completed FTL Application for Initial or Periodic Evaluation from the FTL

Completed FTL Initial or Periodic Evaluation Summary

(EMUFT FTL and PTL) Classroom Observation Evaluation form

Department Head’s written response to FTL with results of the evaluation

Any response submitted by the FTL

Promotions

Completed FTL Application for Promotion from the FTL

Completed FTL Promotion Recommendation Summary

FTL self-evaluation

(EMUFT FTL and PTL) Classroom Observation Evaluation form

Department Head’s written response to FTL with results of the evaluation

Any response submitted by the FTL

**PART TIME LECTURERS**

Initial or Periodic Evaluations

Completed PTL Application for Initial or Periodic Evaluation from the PTL

Completed PTL Initial or Periodic Evaluation Summary

(FTL and PTL) Classroom Observation Evaluation form

Department Head’s written response to PTL with results of the evaluation

Any response submitted by the PTL