

PART TIME LECTURERS

Calendar for Initial Evaluations 2017-2018

Initial Evaluations are due by end of 2nd semester of employment. Results of Initial Evaluations shall be made available, in writing, before end of semester in which evaluation was submitted.

October 1, 2017 (Oct 2)

DH provides written notice to employee and AHR concurrently, regarding the scheduling of an evaluation during the fall semester.

November 15, 2017

PTL submits evaluation packet for fall evaluation to DH.

February 1, 2018

DH provides written notice to employee and AHR concurrently, regarding the scheduling of an evaluation during the winter semester.

March 15, 2018

PTL submits evaluation packet for winter evaluation to DH.

Evaluation packets should include:

Classroom Observations (may be waived for 1 credit course or off-campus course where direct observation is not feasible)

Student evaluations

Course materials

Curriculum Vitae

These materials are prepared for academic administrators as a guide to ensure that evaluations are completed on a timely basis so that the University can meet its contractual obligations. Those dates underlined are contractually mandated.