**PART TIME LECTURERS**

Calendar for Periodic Evaluations

2017-2018

Results of Periodic 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.**