**PART TIME LECTURERS**

Calendar for Initial or Periodic Evaluations

2019-2020

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.

Periodic Evaluations are due every 3rd year or the 4th semester of employment, whichever is later, following an Initial Evaluation or last Periodic Evaluation. Results of Periodic Evaluations shall be made available, in writing, before end of semester in which evaluation was submitted.

**October 1, 2019**

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

**November 15, 2019**

PTL submits evaluation packet for fall evaluation to DH.

**February 3, 2020 (Feb. 1 contractual date is on weekend)**

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

**March 16, 2020 (Mar. 15 contractual date is on weekend)**

PTL submits evaluation packet for winter evaluation to DH.

Evaluation packets submitted to Department Head should include:

* Classroom Observations (may be waived for 1 credit course or off-campus course where direct observation is not feasible)
* Student evaluations (if available)
* Course materials
* Curriculum Vitae

**Evaluation materials that should be forwarded to AHR:**

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

**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.**