**EVALUATION SUMMARIES FOR FULL TIME LECTURERS**

Initial Evaluations

Are conducted in the 1st year for newly hired FTLs to would include the following materials: student evaluations, classroom observations, course materials. Evaluation materials are due to the Department Head no later than Feb. 1.

Periodic Evaluations

These are conducted in the 2nd year and in every 4th year following the original appointment year or last promotion and would include the following materials: annual activity report, student evaluations, classroom observations, course materials. Evaluation materials are due to the Department Head no later than Feb. 1.

Promotion Evaluations

FTL must provide notification of intent to apply for promotion and annual activity report to Department Head by Oct. 15. Evaluation would include the following materials: annual activity reports, student evaluations, classroom observations, course materials, self evaluation. If the FTL so chooses, they may include discussion or evidence of service or professional development beyond that which is directly related to their teaching assignment.

Example of 2013 New Hire

Year 1 – 2013-14 – Initial Evaluation

Year 2 – 2014-15 – Periodic

Year 4 – 2017-18 – Periodic

Year 8 – 2021-22 – next periodic