**EVALUATION SUMMARIES FOR PART TIME LECTURERS**

Initial Evaluations

Must be conducted by the end of the 2nd semester of employment and would include the following materials: student evaluations, classroom observations, course materials. Evaluation materials are due to the Department Head no later than Nov. 15 for a fall evaluation and Mar. 15 for a winter evaluation. Evaluation results shall be made available, in writing, before end of the semester in which evaluation was submitted.

Periodic Evaluations

These are conducted every 4th academic year after an initial evaluation or promotion and would include the following materials: self-evaluation, student evaluations, classroom observations, course materials, curriculum vitae. Evaluation materials are due to the Department Head no later than Nov. 15 for a fall evaluation and Mar. 15 for a winter evaluation. Evaluation results shall be made available, in writing, before end of the semester in which evaluation was submitted.

Promotion Evaluations

Evaluation for Lecturer B status occurs when the PTL has been employed at least one semester in each of two consecutive academic years, for a total of at least 12 credit hours (or the equivalent for those who appointments are not calculated in credit hours), and has been evaluated as having met or exceeded expectations in the semester during which they have applied for promotion. Evaluation would include the following materials: self-evaluation, student evaluations, classroom observations, course materials, curriculum vitae. Evaluation results shall be made available, in writing, before end of the semester in which evaluation was submitted.

**Two Examples of a 2013 New Hire:**

If PTL is teaching **both** semesters in first year:

2013-14 – Initial Evaluation

2017-18 – Periodic

2021-22 – Next Periodic

If PTL is teaching **only one** semester in first year:

2013-14 – First Year

2014-15 – Initial Evaluation (second semester completed)

2018-19 – Periodic

2022-23 – Next Periodic