

PART-TIME LECTURER INITIAL OR PERIODIC EVALUATION SUMMARY

Part-Time Lecturer's Name: _____

EID: _____

Each DH|SD must complete this form and attach a written narrative summary explaining the ratings assigned. Written results of the evaluation must be returned to the Employee by the end of the semester in which the evaluation was submitted.

Please check one: _____ The employee's 2nd appointment
 _____ The employee's 4th appointment
 _____ The employee's 6th semester after the 4th appointment and every 6th semester thereafter

A. INSTRUCTIONAL EFFECTIVENESS:

Student Evaluations:	Exceeds Expectations: _____
	Meets Expectations: _____
	Does Not Meet Expectations: _____
Classroom Observations:	Exceeds Expectations: _____
	Meets Expectations: _____
	Does Not Meet Expectations: _____
Course Materials:	Exceeds Expectations: _____
	Meets Expectations: _____
	Does Not Meet Expectations: _____

B. RECOMMENDATION (check only one):

2nd appointment (no promotion) _____

4th appointment – promote to PTL2 _____

6th semester after after 4th appointment and every 6 semesters thereafter, promote to:

** If 6 credit hours taught promotion is to PTL3L _____

 If 36 credit hours taught while in rank, promotion is to PTL3M _____

 If 54 credit hours taught while in rank, promotion is to PTL3H _____

Remediation plan recommended _____

Do not reappoint _____

Department Head | School Director

Date

Employee

Date

NARRATIVE SUMMARY OF INITIAL OR PERIODIC EVALUATION

Student evaluations rating of: _____

Classroom observation rating of. _____

Course materials rating of: _____

Summary comments (if applicable):

Please forward this form and materials to the Office of the Assistant Vice President for Academic Human Resources 103 Boone Hall.