**PART TIME LECTURERS**

Calendar for Periodic and Promotion Evaluations

2016-2017

Periodic Evaluations occur every 4th academic year after the initial evaluation. Promotion Evaluations for Lecturer B status occurs when 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 whose 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.

Results of Periodic or Promotion Evaluations shall be made available, in writing, before end of semester in which evaluation was submitted.

**October 1, 2016 (Oct 3)**

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

**November 15, 2016**

PTL submits evaluation packet for fall evaluation to DH.

**February 1, 2017**

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

**March 15, 2017**

PTL submits evaluation packet for winter evaluation to DH.

**Evaluation packets should include**:

Self-evaluation

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.**