**PART-TIME LECTURER PERIODIC EVALUATION**

**DEFERRAL**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **EID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Department Head/School Director may defer the periodic evaluation of an Employee for a period of one academic year. The Department Head/School Director will provide written notice to the Employee (concurrent with Academic Human Resources) regarding the deferral of the evaluation by October 1st for evaluations taking place in the Fall Semester and by February 1st for evaluations taking place in the Winter Semester.

Original semester of scheduled Periodic Evaluation: Fall / Winter 20\_\_\_\_\_\_\_

Periodic Evaluation deferred until: Fall / Winter 20\_\_\_\_\_\_\_

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DH/SD Signature Date Employee Signature Date

cc: Employee

 Academic Human Resources