

Potter College of Arts & Letters

Part Time Faculty Evaluation Procedures

Part-time faculty will be evaluated once a year in the summer after they teach. Evaluation will be completed at least two weeks before the start of the fall semester so that hiring supervisors can consider relevance of the review when assigning fall term courses. Department head or designee/supervisor will be responsible for completing the review.

Supervisors/department heads will make every effort to share review with part-time faculty members and gain faculty signatures. Signed copies will be kept in the faculty member's file; when the faculty member's signature is not attained, copy with reviewer signature only will be filed.

Part Time Faculty Evaluation

Name:

Semester:

Course/s Taught:

	YES	NO
Are vita and official transcripts on file?	_____	_____
Are current syllabi available and acceptable?	_____	_____
Are SITE evaluations completed and acceptable?	_____	_____
Are there any performance related matters that need to be addressed in this review?	_____	_____

List additional comments here:

Any additional comments beyond those covered above:

Is the person acceptable for rehiring? _____

Department Head/Supervisor _____ Date _____

Part-Time Faculty Member _____ Date _____