

# PERIODIC EVALUATION QUICK REFERENCE CHART

## Temporary Faculty

	Annual Evaluation	Cumulative Evaluation
		Full-Time & Part-time Lecturers
<b>When Review Takes Place:</b>	Spring semester	
<b>Frequency of Evaluation:</b>	Annually prior to hiring decisions for future reappointments. (Faculty in their first semester may undergo an annual evaluation if requested or required by college/dept policy)	A 6-year cumulative evaluation is given the year prior to an initial 3- year contract.  A 3-year cumulative evaluation is given in year 3 for a subsequent 3-year appointment.
<b>Reviewees:</b>	Temporary faculty (Lecturers, SSPARs, Assistant Deans*)  *Contact the Office of the Vice President for Student Affairs for additional information.	
<b>Purpose:</b>	To evaluate the performance of a temporary faculty employee.	To evaluate the performance of a temporary faculty employee, rendering a personnel decision on reappointment.
<b>Procedures/ Criteria to be used:</b>	See department and/or college policy.	
<b>Reviewing Bodies:</b>	<ol style="list-style-type: none"> <li>1. Department/School Peer Review Committee</li> <li>2. Dean of College (or designee such as department chair or Associate Dean)</li> </ol>	<ol style="list-style-type: none"> <li>1. Department/School Peer Review Committee</li> <li>2. Department Chair/School Director</li> <li>3. Dean of College</li> </ol>
<b>Materials Reviewee Should Submit:</b>	Annual or Cumulative Cover Sheet Lecturer Statement (optional) Peer Observation Course Materials Curriculum Vitae Teaching Evaluations Other Materials	
<b>Material to be Filed in PAF:</b>	Evaluation Forms/Letters from all reviewing bodies; not submitted materials.	