

APPENDIX C-4d: FACULTY EVALUATION REPORT – PART-TIME FACULTY

Use this form for evaluation of all **part-time** (part-time, hourly) faculty members. The form is available from Human Resources in electronic, fill-in-the-blank format.

Faculty Member (Evaluatee): _____

Current Assignment: _____

For the period of _____ to _____

Evaluation Sources Employed: (*Attach documentation*)

Immediate Administrator: _____

Peer Participant: _____

Other Sources Employed: (*Check all that apply*)

- Self-Evaluation
- Student Appraisals
- Other (*Describe*) _____

Findings (*Attach narrative*)

- Satisfactory
- Satisfactory (with recommendations for improvement)
- Unsatisfactory

Signatures (*Signatures of evaluatee, peer participants and Vice President of Instruction or Vice President of Student Learning indicate that they have read and discussed this report*)

Immediate Administrator	_____	Date	_____
Peer Participant	_____	Date	_____
Peer Participant	_____	Date	_____
Vice President	_____	Date	_____
Faculty Member (Evaluatee)	_____	Date	_____

The faculty member (evaluatee) shall have up to ten (10) working days to prepare and file a written response.