

Cover Sheet for the Committee Report
Evaluation of TEMPORARY Faculty – The First Evaluation

Evaluatee	<i>Semester</i>	<i>Year</i>
<i>Department</i>	<i>Division</i>	

Evaluation Committee ⇨ 1. _____ 2. _____
Chairperson

Classes/Other Services Evaluated:	Very Short-Term Courses Waived Per 14.3.2.5.3.1.2

The following components/tasks have been completed:

- Student evaluations
- Classroom visits
- Self-evaluation
- A review of class materials
- The evaluatee has been given copies of the statistical summary of the student evaluations plus a synopsis of any narrative comments and has provided a written response has not provided a written response.
- The evaluatee has been given copies of appraisals of the classroom visits and has provided a written response has not provided a written response.
- If appropriate, the evaluation of the performance of other services and a review of materials related to the performance of other services.
- If other services were evaluated, the evaluatee has been given copies of the appraisals of the other services and has provided a written response has not provided a written response.
- The evaluatee has been given a copy of the Committee Report and has provided a written response has not provided a written response.

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_____ *Evaluatee* _____ *Semester* _____ *Year*

Outcomes and Recommendations

- Satisfactory**
- Needs Improvement and the Committee feels the evaluatee has the potential to improve.**
A plan for improvement has been agreed upon by the evaluatee and the Committee. A complete evaluation shall take place in the next semester of re-employment.
- Unsatisfactory**
The Committee recommends that the evaluatee not be re-employed.

The Committee's recommendation

was unanimous

had dissenting opinions

The evaluatee has met with

the Evaluation Committee the Committee Chairperson

OR

The meeting was waived for a satisfactory evaluation.

- The Committee Report, including all the supporting documents specified in the Chairperson's instructions, is attached to this cover sheet.**

_____ *Committee Chairperson* _____ *Date* _____ *Evaluatee* _____ *Date*

Reviewed by

_____ *Division Chairperson* _____ *Date* _____ *Department Representative* _____ *Date*

_____ *Dean* _____ *Date*

(only for an unsatisfactory or needs improvement outcome or if the committee is not unanimous in its decision)

- By the end of the semester, the Division Chairperson (or the Dean, for an unsatisfactory or needs improvement outcome or if the committee is not unanimous in its decision) has forwarded the Final Report (which is the Committee Report) to the Office of Human Resources.**