**Faculty Evaluation: Assistant and Associate Lecturer**

**Faculty Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Evaluation Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation Period: Assistant Lecturer 2nd year: \_\_\_\_\_ 4th year: \_\_\_\_\_**

**Associate Lecturer 4-year review: \_\_\_\_\_\_**

**Area Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Lecturer Faculty Evaluation form is the College’s assessment tool to review the overall performance of full-time, Lecturers who are not currently applying for promotion. All material referenced below is due the faculty member’s Department Chair by **February 15**. The Department Chair adds the departmental summary letter to the packet to be sent to Area Chairs. This form, associated data, and professional reflection are to be completed by the faculty member and sent to the Area Chair by **March 15** for Assistant Lecturers and **April 1** for Associate Lecturers**.** The faculty member may have a consultation meeting with the Department Chair prior to sending the review packet to the Area Chair. The Area Chair may consult with the Department Chair for clarification of any questions and may request additional information or materials from faculty. The Area Chair will meet with the faculty member, who may choose to have the Department Chair present. The Area Chair will send a written summary, including recommendations for improvement or further development opportunities, to the faculty member and Department Chair, both of whom may offer a written response. The review will be sent to the Provost’s Office by **May 15** for Assistant Lecturers and **September 30** for Associate Lecturers.

**Data to be included the review packet, preferably in the following order:**

This form, including the reflection portion

Department summary letter

Area Chair’s comments for last evaluation period

Current CV

All student evaluation numerical data, including College summaries

A representative sampling of the complete set of responses to narrative course evaluation questions

Representative syllabi for courses taught over the evaluation period

List of courses taught

List of contracts for independent study (numbers only)

A bulleted list of reassigned time and explanation

Optional Materials (if applicable)

Documentation of scholarship (e.g., play bills, grant proposals, etc.) for the review period

Advising load (numbers only)

**To be completed by Area Chair:**

1. Class visit:

Course(s) visited: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of visit(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Meet with faculty member: Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of faculty member upon packet submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Area Chair upon completion of review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

*Professional Reflection:* Please reflect briefly in the spaces below on your teaching, and other faculty activities during this review period only.

#### I. TEACHING. Reflect on your overall teaching goals considering any feedback you have received about your teaching including a synthesis of the average numerical student scores, narrative comments since your last evaluation, or any other feedback you have received. If you have received additional feedback on your teaching from peer observations include that information. Do not feel compelled to comment on each course you teach; rather, provide a synthesis. Please specifically address new developments and progress since your last evaluation. Reflect on your successes and challenges in terms of pedagogy / best-practices you have employed in the service of student-learning, particularly as this relates to your teaching goals or philosophy. Feel free to reference your attached syllabi here as appropriate. Lastly, briefly articulate any next steps you would like to take in terms of teaching development. (Feel free to extend into the next pages but do be concise.)

**II. ADDITIONAL PROFESSIONAL WORK (OPTIONAL)**

Report and reflect on scholarly activities or products, and/or institutional or community service related to your position at the College that you have engaged in since your last review. **Indicate if you received additional compensation (stipends or contractual agreements), related to these activities.**

**III. SELF EVALUATION.** Please write a brief statement evaluating your overall performance as a faculty member. Specifically reflect on your progress toward applying for promotion (If applicable) or other goals you have set. Please use no more than this 1 page. Please be candid.

**AREA CHAIR’S COMMENTS – LECTURER**

**Assistant Lecturer 2nd year: \_\_\_\_\_ 4th year: \_\_\_\_\_**

**Associate/Senior Lecturer 4-year review: \_\_\_\_\_\_**

**Faculty Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Evaluation Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Area Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Upon reviewing all the provided information, comment briefly on the faculty members’ effectiveness, progress, and contributions in each area, particularly as it pertains to progress toward applying for promotion or other goals set. Clearly demarcate strictly formative comments from summative comments.

**I.a. TEACHING: Summative**

**I.b. TEACHING: Formative**

**II. Other Professional Activities (Optional)**

**III. SELF EVALUATION/GOALS**