

PART TIME FACULTY EVALUATION RECORD SHEET

Employee Name

Division

	Initials		
	Date	Faculty	Manager
Part Time Faculty member notified of up-coming evaluation			
Multiple Indices to include Mandatory and any agreed upon Optional:			
MANDATORY:			
Student Evaluation			
Manager Observation			
Self (evaluation, portfolio, etc.)			
OPTIONAL (may choose one or more from Peer, Other):			
Peer (observation)			
Other (mutually agreed upon by manager and part time faculty)			
Observation review			
Evaluation feedback provided to employee			
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Supervisor Signature	Date	
I acknowledge receipt of the information provided above:		

Employee Signature Date	
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For part-time faculty: this record sheet and evaluation summary are due in Human Resources on or before June 30.

revised 11/2006

Reminder: Please enter and keep up to date PEAREVW information on this faculty member.