

Faculty Evaluation Report Form

Department chairs/program directors are requested to meet with each adjunct and short-term faculty member at the end of each semester to review course evaluations and pedagogy. For faculty who have demonstrated competency, the chair/director may choose to meet only annually. This meeting provides an opportunity to encourage teaching excellence.

This form is to be submitted to the dean by February 8 for fall semester evaluations and by May 15 for spring or annual evaluations. Use a separate form for each faculty member.

Please write a brief summary of your conversation with the faculty member in regard to the purposes indicated above.

Signatures on this form indicate that the meeting took place.

Department chair/program director

Date

Faculty member

Date