



Office of Academic Affairs

Administrative Evaluation of Contract Faculty

Division: _____

Return to: _____

I. Evaluation Information	
Department	Semester / Year
Completed by	Title

II. Directions
 Review department records from the last academic year related to the following evaluatees.

Check ✓ the box under Meets Deadlines if the faculty member meets all deadlines and/or obligations related to your department.

If the faculty member does not meet deadlines and/or other responsibilities related to your department, check ✓ the box/es that indicates how the faculty member failed to meet their deadlines and/or responsibilities.

Complete Question # 1 of the attached questionnaire for each faculty member. Additionally, provide information on items you have marked with area(s) of concern. Submit one questionnaire per faculty member.

Faculty Member	Meets Deadlines and Other Responsibilities	Participates in Schedule Building	Attends Division and Department meetings	Responds to student issues	Participates in Assessment	Participates in PEP and unit planning	Holds office hours	Comments/other concerns



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I. Evaluation Information	
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II. Questionnaire
1. Provide a summary of the faculty member's engagement in the SLO assessment process and note any accomplishments or deficiencies in this area.
2. List the deadlines and/or other department-related responsibilities that the evaluatee failed to meet.
3. Indicate the semesters/years that the evaluatee failed to meet deadlines and/or other department-related responsibilities.
4. Other/Additional Comments