

Appendix C

Evaluation Review Form for Part-Time Lecturers¹

This form shall be completed during each semester for which the PTL has an appointment. PTLs who are in their first semester teaching as a PTL at Rutgers University must receive a class observation, in addition to being evaluated via the SIRS or successor instrument. Sections A and B to be completed by the PTL. Sections C and D to be completed by Dean or Chair or designee(s).

Section A – PTL Information

PTL's Name/Title _____ Date _____

Unit/Department _____ Campus _____

If teaching across multiple units/departments, please provide additional information below:

Unit/Department _____ Campus _____

Semester of Review _____

Section B – Course Information

Courses Taught in the Semester Indicated Above

Unit/Department	Campus	Course Number	Course Title	Credits

Is the employee in his/her first semester as a PTL? Yes No

Section C – Class Observation (required for first time PTLs)

Date of Class observation _____

¹ Departments/units may have additional PTL evaluation procedures, provided that those procedures, at a minimum, provide a level of evaluation consistent with the procedures outlined in Article IX.

Title of Course Visited _____

Name of Observer _____

Attach a copy of the Class Observation Report

Section D – SIRS Evaluation Review by Dean or Chair or the designee of the Dean or Chair

The Dean or Chair or the designee of the Dean or Chair has reviewed the SIRS results. Do the evaluation results (the numerical scores and/or student comments) raise a concern with the Dean or Chair or the designee of the Dean or Chair?

____ Yes ____ No

If yes, a meeting with the PTL is required to discuss any concerns.

Is a meeting with the PTL required to discuss concerns and/or student complaints?

____ Yes ____ No

If Yes, indicate date of meeting and provide summary of discussion.

Date of Meeting _____

Summary:

Dean/Chair or designee Signature Date

PTL's response, if any:

By signing below, the PTL certifies that the PTL received a copy of the form and was provided an opportunity to respond to the comments of the Dean/Chair or designee. The PTL further certifies that the information provided by the PTL in Sections A and B above are accurate.

Signature of Part-Time Lecturer

Date

C: PTL
Personnel file