



Office of Academic Affairs

Part-time Faculty Evaluation
Part 1: Evaluation Summary

Timeline	
Activity	Point in Semester
Student evaluation (all assigned sections)	50-75 % range of the semester/class
Observation	25-75% of the semester/class
Final evaluation meeting (in-person or zoom)	by the last day of the semester

I. Evaluation Information		
Evaluatee	Department	Semester / Year
Evaluator	Title	

II. Summary Evaluation	Meets or Exceeds	Needs Improvement	Does Not Meet
Overall Evaluation			

III. Narrative Summary (completed by area dean)

Use this space for commendations or to note specific areas of deficiency if "Needs Improvement" or "Does Not Meet" is selected for any component of the evaluation.

***An evaluatee's refusal to sign does not constitute an incomplete application.**

IV. Signatures	
Evaluatee	Date
Dean	Date
Vice President of Academic Affairs	Date