

NON-TENURE-TRACK FACULTY EVALUATION FORM

Faculty Name: _____

Semesters of Review: _____

Department (formerly BOS) _____ **Dept. Chair** (or equivalent): _____

Conservatory/School: _____ **Chair/Director:** _____

After a non-tenure-track faculty member has completed two consecutive semesters of employment, her/his performance is to be evaluated in the following areas, as applicable. Criteria for evaluating librarianship and teaching are explained on pages 5 and 17-21 of the Faculty Bylaws, respectively.

Assessments in each area should represent the shared judgment of the Dept Chair (or equivalent) and School/Conservatory Chair/Director and/or Dean. In case of disagreement in any area or on the overall assessment, comments are required explaining both positions.

**For every negative assessment ("Does Not Meet Standards" or "Below Average"), comments are required. Attach other sheets as necessary.*

1. Quality of Librarianship (Reference Svcs, Instruction, Collection Development & Management, Tech Svcs, etc.)

☐ Exceeds Standards ☐ Meets Standards ☐ Does Not Meet Standards* ☐ Not Applicable

Comments:

2. Quality of Syllabi

☐ Exceeds Standards ☐ Meets Standards ☐ Does Not Meet Standards* ☐ Not Applicable

Comments:

3. Student Evaluations (Quantitative Ratings & Qualitative Comments)

☐ Exceeds Standards ☐ Meets Standards ☐ Does Not Meet Standards* ☐ Not Applicable

Comments:

4. Percentage of Students Completing Evaluations

☐ Above Average ☐ Average ☐ Below Average* ☐ Not Applicable

Comments:

5. Other Contractually Relevant Activities (Special Projects, Community Service, etc.)

☐ Exceeds Standards ☐ Meets Standards ☐ Does Not Meet Standards* ☐ Not Applicable

Describe any other activities that are specified in or relevant to the faculty member's contract, and comment on her/his performance of those activities, as appropriate:

6. Professional Conduct [Attendance, Timeliness, Adherence to College Policies, etc.]

☐ Exceeds Standards ☐ Meets Standards ☐ Does Not Meet Standards* ☐ Not Applicable

Comments:

7. Overall Assessment

☐ Exceeds Standards ☐ Meets Standards ☐ Does Not Meet Standards*

Comments:

After assessing the faculty member in the areas above, the Department Chair and the School/Conservatory Chair/Director or Dean send their recommendations to the Provost, who determines whether the faculty member is eligible for reappointment. A positive review and recommendation do not guarantee reappointment.

Department Recommendation:

☐ Renew ____ year(s)

☐ Do Not Renew

Department Chair Signature: _____ Date: _____

Comments:

Chair/Director/Dean Recommendation:

☐ Renew ____ year(s)

☐ Do Not Renew

Chair/Director/Dean Signature: _____ Date: _____

Comments:

Faculty Acknowledgement of Evaluation:

Signature: _____ Date: _____

Comments:

Does faculty wish to submit a rebuttal? ☐ Yes or ☐ No

If yes, then the faculty has five (5) business days from today to submit a rebuttal in writing.

In the event of a Non-Renewal, do you wish for the PPC to review your file: ☐ Yes or ☐ No

A positive assessment by the Provost makes the faculty member eligible for reappointment in the following academic year, and for the specific number of additional one-year contracts indicated below without further review. A positive review and recommendation do not guarantee reappointment. All reappointments are dependent on budgetary considerations, programmatic need, and sufficient enrollment in classes and/or studios.

Provost Recommendation:

☐ Renew _____ year(s)

☐ Do Not Renew

Provost Signature: _____ Date: _____

Comments: