# APPENDIX C EVALUATION REVIEW FORM FOR LECTURERS [[1]](#footnote-1)

This form shall be completed once during each academic year (either during the Fall or Spring semester) for which the Lecturer has an appointment. Lecturers must receive a peer observation once per academic year (either during the Fall or Spring semester), in addition to being evaluated via the SIRS or successor instrument. Sections A, B, E, F and G are to be completed by the Lecturer while Sections C and D are to be completed by Dean, Chair or designee(s).

**Section A – Lecturer Information**

Lecturer’s Name/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

Unit/Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Unit/Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campus \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester(s) of Review\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section B – Course Information**

Courses Taught in the Semester(s) Indicated Above

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit/Department | Campus | Course Number | Course Title | Credits |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section C – SIRS Evaluation Review by Dean, Chair or Designee**

The Dean or Chair or the designee of the Dean or Chair has reviewed and signed the Lecturer’s SIRS results; one copy of the signed SIRS results has been placed in the Lecturer’s personnel file and one copy has been forwarded to the Lecturer; and the Lecturer has had the option to add comments to each SIRS document added to their personnel file:

\_\_\_\_Yes \_\_\_\_No

Comments:

**Section D – Peer Observation**

Date of Peer Observation \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Course Visited \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Peer Observer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attach a copy of the Peer Observation Report**

**Section E – Self-Evaluation**

The Lecturer may provide a self-evaluation of progress, accomplishments, and challenges, as well as a response to selected SIRS feedback from the current appointment period or a prior appointment period.

**Section F – Meeting (If Applicable)**

The Lecturer requests a meeting with the Dean, Chair or designee before the evaluation is finalized.

\_\_\_\_Yes \_\_\_\_No

If Yes, date of Meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section G – Lecturer Comments (If Any)**

The Lecturer confirms they have received this evaluation form and have had the opportunity to add comments.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lecturer Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Chair or designee Signature Date

1. Departments/units may have additional Lecturer evaluation procedures, provided that those procedures, at a minimum, provide a level of evaluation consistent with the procedures outlined in Article 12. [↑](#footnote-ref-1)