**Part Time Instructional Staff Evaluation Checklist**

**AY 2022 – 2023**

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| --- | --- | --- | --- |
| Person evaluated |  | Date of review |  |

Period covered by the review:

|  |  |  |
| --- | --- | --- |
|  | Academic year (Aug 16, 2022 – May 15, 2023) |  |
|  | Fall only |  |
|  | Spring only |  |
|  | Other (specify): |  |

In order to meet contractual expectations and renew a part-time instructional position, the following criteria must be met:

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| --- | --- |
|  | On-time completion of mandatory university training modules (i.e., Vector Solutions). |
|  | Careful preparation of course syllabi and materials, including attention to departmental learning objectives. |
|  | Timely communication during the academic term, including responsiveness to student emails and queries. Feedback and grading of course assessments and student products will be done promptly. Instructors will hold virtual or in-person office hours as appropriate and uphold posted office hours. |
|  | Timely communication with departmental, college, and university representatives, including the administrative assistant, chair, and other staff. |
|  | On-time completion of early alert and midterm deficiency reports for all courses. |
|  | On-time completion of textbook orders via the University Bookstore. |
|  | Completion of course assessments per the department assessment plan, when applicable. |
|  | *Additional criteria as outlined by the department:* |
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Comments:

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| --- | --- | --- | --- | --- |
| Recommendation for renewal: |  | Yes |  | No |

**Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| Department Chair |  |  | Date |

|  |  |  |  |
| --- | --- | --- | --- |
| Instructor |  |  | Date |