



CalPolyPomona

Office of Faculty Affairs

<https://www.cpp.edu/faculty-affairs>

Temporary Faculty Evaluation Form

Department Chair's Evaluation

NAME _____ DEPARTMENT _____

Period Covered by Evaluation _____

Temporary faculty (lecturers) that require a periodic evaluation shall submit a "periodic evaluation report" with the components specified in [Policy #1336](#). See policy for details. The report is submitted via Interfolio after a case is created for each lecturer being evaluated.

DEPARTMENT CHAIR'S EVALUATION

Each department shall develop a Temporary Faculty Evaluation Criteria Document ("criteria document") approved by majority vote of the probationary and tenured faculty and reviewed for feedback by the Dean/Director every five years.

*The evaluation committee and the **department chair (if not serving on the evaluation committee)**, produce a report with constructive feedback and a copy of the report shall be placed in the faculty member's PAF. In the case of full-time temporary faculty members (full-time teaching load for two-semester during the academic year) a statement shall be also prepared by the appropriate dean/director. (Policy #1336).*

Department Chair Name

Signature

Date