**Office of Faculty Affairs**

**Temporary Faculty Evaluations** (Policy#1336)

**AY 2021-2022**

Please complete and return the form and Master List by October 21, 2021 to Marianne Slavin at [mmslavin@cpp.edu](mailto:mmslavin@cpp.edu), and cc Grace Santos at [gdsantos@cpp.edu](mailto:gdsantos@cpp.edu). Completion of this form enables Faculty Affairs to create cases in Interfolio for each lecturer to be evaluated and to give access to the appropriate faculty evaluators.

College:

Department:

|  |  |
| --- | --- |
| **Temporary Faculty Evaluation Committee (TFEC) for AY 2021-2022** (minimum two members  selected via an election by probationary and tenured faculty)  \_  Department Chair will serve on the TFEC: yes no  TFEC Chair:  TFEC members, must be tenured, Spring Semester FERP Faculty are eligible):   |  | | --- | |  | |

**Instructions for Identifying the Lecturers to be Evaluated and the Period of Time Covered by the Evaluation**

In the attached Master List, the lecturers that we know must be evaluated are indicated in blue or yellow. *Please indicate in column H or I* the additional lecturers to be evaluated. Faculty Affairs will create Interfolio cases for all that are indicated.

**The following evaluations are required:**

* All lecturers, full-time and part-time, who, in AY 2021-22, will be reviewed for a one-year appointment.  The period covered by the review is the calendar year 2021: Spring 2021 and Fall 2021. (These lecturers are in yellow on the Master List.)
* All lecturers, full-time and part-time, for whom the AY 2021-2022 is year 6 of one-year appointments. The period covered by these reviews is the entire 6-year qualifying period (AY 2016-2017 to AY 2021-2022). This is a cumulative review and may result in a 3 year entitlement.
  + These lecturers are listed as one-year or semester appointments on the Master List. If they are in the sixth consecutive year of employment at CPP please indicate this in column H. Faculty Affairs does not have this information. Colleges and departments must determine if the lecturer is in their sixth consecutive year.
* All lecturers for whom the AY 2021-2022 is year 3 of a three-year appointment. The period covered by these reviews is the entire 3-year period (AY 2019-2020 to AY 2021-2022). This is a cumulative review and may result in a subsequent 3 year entitlement. (These lecturers are in blue on the Master List.)

**Please indicate in column I the additional faculty to be evaluated.**

* Evaluations of lecturers that were appointed only one semester (Fall 2021) as required by department or at the request of the individual faculty member.
* Evaluations of temporary faculty holding three-year appointments and who are on year 1 or year 2 of their 3 year appointment as required by department or the individual faculty member.

Form completed by: Date: