**Office of Faculty Affairs**

https://[www.cpp.edu/faculty-affairs](http://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](https://www.cpp.edu/academic-manual/1300-1399-academic-personnel-policies/1325-1349/policy_1336--periodic_eval_temp_faculty_members--2020.07.21.pdf). 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