Appendix C

Evaluation Review Form for Part-Time Lecturers¹

This form shall be completed during each semester for which the PTL has an appointment. PTLs who are in their first semester teaching as a PTL at Rutgers University must receive a class observation, in addition to being evaluated via the SIRS or successor instrument. Sections A and B to be completed by the PTL. Sections C and D to be completed by Dean or Chair or designee(s).

FIL S Name/Title			Date		
Unit/Department			Campus	_ Campus	
If teaching across r	nultiple unit	s/departments, j	please provide add	itional information belo	
Unit/Department			Campus	Campus	
Semester of Review	W		_		
Section B – Cours	se Informati	on			
Courses Taught in	the Semester	r Indicated Abo	ve		
Unit/Department	Campus	Course Number	Course Title	Credits	
Unit/Department		Number	Course Title		
Unit/Department Is the employee in		Number			
	his/her first	Number semester as a P	TL?Yes		

¹ Departments/units may have additional PTL evaluation procedures, provided that those procedures, at a minimum provide a level of evaluation consistent with the procedures outlined in Article IX.

Title of Course Visited				
Name of Observer				
Attach a copy of the Class Observation Report				
<u>Section D – SIRS Evaluation Review by Dean or Chair or the designee of the Dean or Chair</u>				
The Dean or Chair or the designee of the Dean or Chair has reviewed the SIRS results. Do the evaluation results (the numerical scores and/or student comments) raise a concern with the Dean or Chair or the designee of the Dean or Chair?				
YesNo				
If yes, a meeting with the PTL is required to discuss any concerns.				
Is a meeting with the PTL required to discuss concerns and/or student complaints?				
YesNo				
If Yes, indicate date of meeting and provide summary of discussion.				
Date of Meeting				
Summary:				

Date

Dean/Chair or designee Signature

PTL ³	's response, if any:		
an op	igning below, the PTL certifies that poportunity to respond to the commenties that the information provided by	nts of the Dean/Chair or de	signee. The PTL further
Sign	ature of Part-Time Lecturer	Date	
C:	PTL Personnel file		