

Part-Time Academic Employee Evaluation Information Sheet
(To be placed in Evaluative File with Academic Employee Transmittal Form)

Name: _____ Date: _____

Home Address: _____ Home Phone: _____

Campus Address: _____ Campus Phone: _____

Date of Current Appointment _____

Type: Term _____ Temp _____ Continuing _____ Casual _____ (if casual, stop here)

Assignment: Fall 2004 _____
(list courses, enclose appointment letters) Spring 2005 _____

Date of First Appointment to College _____
(contact Human Resources Office)

Primary Administrative Unit _____

Other Administrative Unit _____



To be completed by reviewers in addition to completing the Transmittal Form. This is to certify that I/we have reviewed evidence in the Review File submitted by _____

Appropriate for reappointment:

1. If this box is checked, reviewer(s) must attach brief explanation based on evidence in the Review File.

- | | |
|--|--|
| <input type="checkbox"/> Chair/Dtr _____ | <input type="checkbox"/> PRG Chair _____
<small>(full PRG must sign Transmittal Form)</small> |
| <input type="checkbox"/> Dean _____ | <input type="checkbox"/> Provost _____ |

Appropriate for reappointment with deficiencies:

2. If this box is checked, reviewer(s) must attach (1) an explanation with reference criteria set forth in Article IV. 1-6 of the Performance Review Agreement, and (2) reasonable and constructive suggestions that will help employee successfully meet Performance Review criteria.

- | | |
|--|--|
| <input type="checkbox"/> Chair/Dtr _____ | <input type="checkbox"/> PRG Chair _____
<small>(full PRG must sign Transmittal Form)</small> |
| <input type="checkbox"/> Dean _____ | <input type="checkbox"/> Provost _____ |

Inappropriate for reappointment:

3. If this box is checked, reviewer(s) must attach an explanation with reference to criteria set forth in Article IV. 1-6 of the Performance Review Agreement.

- | | |
|--|--|
| <input type="checkbox"/> Chair/Dtr _____ | <input type="checkbox"/> PRG Chair _____
<small>(full PRG must sign Transmittal Form)</small> |
| <input type="checkbox"/> Dean _____ | <input type="checkbox"/> Provost _____ |