

## Evaluation Conference

## with Full-Time Lecturer

# 

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Lecturer: | |  | | CSUN ID #: | |  | |
| Department: |  | | Covering Service During Academic Year | | | |  |
| Number of Years of Service as a Lecturer (including current year) | | | | |  | | |

**This form is to be completed by the Department Chair and presented to the Lecturer during the evaluation conference.** After each required evaluation conference, a copy of this form shall be included in the lecturer’s Personnel Action File with a copy furnished to the lecturer. It is not expected that the Department Chair will necessarily comment on each item for every evaluation conference. Comments should be limited to the lecturer’s accomplishments during the past academic year.

|  |  |
| --- | --- |
| Date of Conference |  |

Department Chair

(signature) (date)

Lecturer

(signature) (date)

The lecturer’s signature does not necessarily indicate agreement with this evaluation. Should the lecturer wish to provide a written response, it may be attached to this form.

|  |  |
| --- | --- |
| Received by the Dean of the College |  |

**\*SOURCES OF INFORMATION**:

(1) Personal observation (4) Conferences with candidate

(2) Course outlines, tests, grades, etc. (5) Review of Personnel Action File

(3) Student input (note manner and ext.) (6) Other (please specify)

A. Evaluation of Teaching Effectiveness

Teaching effectiveness refers to the competence of the instructor in classrooms, laboratories, and supervision of individual student projects, research and field work. Evaluation of teaching competence shall be based upon student evaluations of teaching effectiveness and other sources of evidence of teaching effectiveness deemed appropriate by the department.

1. Pedagogy (ability to adapt subject matter to the class; ability to communicate effectively in the classroom; ability to generate interest in the subject; preparation of course syllabus, assignments, and effective instructional course outline; adherence to course description provided in the University catalogue; availability outside classroom for consultation with students)

|  |  |  |
| --- | --- | --- |
| Areas of strengths: | \***Sources** |  |
|  | | |

|  |  |  |
| --- | --- | --- |
| Areas that need improvement: | \***Sources** |  |
|  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. | Appropriateness of grading practices for the courses taught: | \***Sources** |  |
|  | | |

B. Evaluation of Professional Preparation

Professional preparation is demonstrated by the possession of an appropriate terminal degree and prior relevant experience. Evaluation of professional preparation shall be based on an analysis of documented evidence of prior education and experience as deemed appropriate under Department and College Procedures.

|  |  |
| --- | --- |
| 1. | Progress toward Doctorate or appropriate terminal degree (if appropriate): |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. | Experience during the past year that is relevant to teaching: | \***Sources** |  |
|  | | |

C. Evaluation of Continued Academic Growth and Contributions to the Field of Study

Contributions to the field of study include research and creative activity beyond the terminal degree, publications of scholarly work and active membership and participation in professional organizations on state, regional and national levels.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Research or Equivalent Creative Activity during the past year: | \***Sources** |  |
|  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. | Publication of equivalent accomplishment during the past year: | \***Sources** |  |
|  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 3. | Participation in Professional Organizations, Institutions, etc., during the past year: | \***Sources** |  |
|  | | |

D. Evaluation of Contribution to the University

Contributions to the University include active membership on committees at the Department, College or University level, student advisement, and such other responsibilities, including community service, undertaken to advance the goals of the University.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Participation in faculty and student affairs at various levels (department, college, university) during the past year: | \***Sources** |  |
|  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 2. | Student Advisement and Counseling during the past year: | \***Sources** |  |
|  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 3. | Community Service during the past year: | \***Sources** |  |
|  | | |

E. Evaluation of Professional and Personnel Responsibilities

The ability to maintain and nurture constructive relations with others in the conduct of academic affairs is an important asset.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Professional and Personal Relationships with colleagues, students and staff: | \***Sources** |  |
|  | | |

Distribution: Lecturer

Department Chair

College Dean