



**Evaluation Conference with Full-
Time Lecturer/Assistant
Librarian/Counselor**

Name of Lecturer: _____ CSUN ID #: _____

Department: _____ Covering Service During Academic Year _____

Number of Years of Service as a Lecturer/Assistant Librarian/Counselor (including current year) _____

This form is to be completed by the Department Chair/Director and presented to the faculty member during the evaluation conference. After each required evaluation conference, a copy of this form shall be included in the faculty member's Personnel Action File with a copy furnished to the faculty member. It is not expected that the Department Chair/Director 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/Director _____
(signature) (date)

Faculty Member _____
(signature) (date)

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

Dean of the College _____
(signature) (date)

*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/or 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 catalog; availability outside classroom for consultation with students)

Areas of strengths: _____ *Sources _____

Faculty Member's Name: _____

Areas for improvement:

***Sources** _____

2. Appropriateness of syllabus and grading practices for the courses taught:

***Sources** _____

B. Evaluation of Professional Responsibilities

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

1. Professional Relationships with colleagues, students and staff:

***Sources** _____

***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) |

Distribution: Faculty Member
Department Chair
College Dean