



Lecturer Annual Evaluation Form

Lecturer Name	
Department	
Semesters Evaluated	
Time base	Spring: _____ Fall: _____
Appointment Type	<input type="checkbox"/> Semester/Academic Year <input type="checkbox"/> Three Year Contract (Year 2)

Periodic annual evaluations are required for lecturers appointed for two or more semesters, regardless of a break in service. The primary criterion is teaching effectiveness. Other teaching related criteria include currency in the field and proper discharge of other departmental responsibilities. If non-teaching duties are assigned, a description of those duties and evaluation criteria must be given to the faculty member at the time of hire. For additional information, please consult CSUMB **Lecturer Evaluations Criteria, Procedures, and Calendar** on the CSUMB University Personnel website.

PART I: Department

1) Review of Student Evaluations

Teaching Assignments - Spring	Teaching Assignments - Fall

List of course(s) evaluated by students during evaluation period:

Summary and interpretation of student evaluations:

☐ Check here if additional pages of comments are attached.

2) Instructional Materials and/or Other Professional Performance

Review information and materials relevant to instruction, such as syllabi, outlines, handouts and other course materials. Evidence of merit or constructive comments for improving instructional material are permissible in all rating categories, but suggestions for improvement are required for "Needs Improvement" and "Unsatisfactory". ***Check the appropriate box.***

Outstanding	Very Good/Commendable	Satisfactory	Needs Improvement (Comments must be provided)	Unsatisfactory (Comments must be provided)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments				

☐ Check here if additional pages of comments are attached.

3) Overall Rating of Teaching Performance and/or Other Professional Performance

Consider such factors as competence in the discipline, ability to communicate ideas effectively, versatility and appropriateness of teaching techniques, organization of course, methods of evaluating student achievement, relationship with students in class, accessibility to students and effectiveness of student consultations, timeliness and appropriateness of grading, and other factors relating to performance as a teacher. Peer observation (classroom visits) and peer input (identified by name) may be used. Evidence of merit or constructive comments for improving performance are permissible in all rating categories, but suggestions for improvement are required for "Needs Improvement" and "Unsatisfactory". ***Check the appropriate box.***

Outstanding	Very Good/Commendable	Satisfactory	Needs Improvement (Comments must be provided)	Unsatisfactory (Comments must be provided)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments				

☐ Check here if additional pages of comments are attached.

Committee Members' Signatures

Committee Member Signature	Print Name	Date

Signature of Department Chair

Signature	Print Name	Date

Signature of Lecturer

Signature	Print Name	Date

To be completed by Department Chair

Date sent to Lecturer: _____

NOTE: 10 Day Rebuttal period

Date sent to Dean: _____

☐ **Separate Department Chair Evaluation attached (if applicable).**

PART II: Dean/Administrator

Review by Dean/Administrator	
I have read the above evaluation, corresponding documents and rebuttals (if any) and I agree with it.	<input type="checkbox"/>
I have read the above evaluation and I have added further evaluative statements below.	<input type="checkbox"/>

Additional comments by Dean/Administrator

☐ **Check here if additional pages of comments are attached.**

Dean/Administrator Signature	Print Name	Date

To be completed by Dean

Original Date sent to Academic Personnel: _____

Copies Date sent to Lecturer: _____

NOTE: 10 Day Rebuttal period

Date sent to Department Chair: _____

Additional Page for Comments

Additional Page for Comments

Additional Page for Comments