

## APPENDIX R

### Administrative Response to Part-time Faculty Evaluation

Instructor:		Semester:	
<b>1. Review by Division Chair:</b>			Yes      No
I have reviewed the evaluation:			<input type="checkbox"/> <input type="checkbox"/>
Comments:			
Signature of Division Chair:		Date:	
<b>2. Review by Dean, Academic Services or Area Dean</b>			
	<b>Satisfactory</b>	<b>Unsatisfactory</b>	
Syllabus follows requirements from the COSAFA contract, and is on file in Dean's office:	<input type="checkbox"/>	<input type="checkbox"/>	
Professional responsibilities that include: first day no show rosters, permanent rosters, and final grades are accurate and meet District deadlines:	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation demonstrates:	<input type="checkbox"/> Satisfactory performance <input type="checkbox"/> Improvement needed <input type="checkbox"/> Unsatisfactory performance		
Comments:			
Signature of Part-time Faculty: <small>(attesting they have reviewed this completed form)</small>			Date:
Signature of Administrator:			Date:

- This Original copy and the part-time faculty instructor's self-evaluation is forwarded to Human Resource Services for inclusion in their personnel file.
- If you have questions or want to discuss the evaluation with the Dean, please feel free to call or make an appointment.
- If you, the part-time faculty member, wish to respond to your evaluation for inclusion in your personnel file in HRS, you have 15 working days to provide the written response.

## APPENDIX S

### Administrative Response to Part-time Counselor or Non-Teaching Part-time Faculty Evaluation

Part-time Name:		Semester:	
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<b>1. Review by Division Chair:</b>	Yes	No
I have reviewed the evaluation:	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		
Signature of Division Chair:		Date:

<b>2. Review by Dean, Academic Services or Area Dean</b>			
Evaluation demonstrates:	<input type="checkbox"/>	Satisfactory performance	
	<input type="checkbox"/>	Improvement needed	
	<input type="checkbox"/>	Unsatisfactory performance	
Comments:			
Signature of Part-time Faculty:		Date:	
Signature of Administrator:		Date:	

- This Original copy and the part-time counselor or non-teaching part-time faculty self-evaluation is forwarded to Human Resource Services for inclusion into their personnel file.
- If you have questions or want to discuss the evaluation with the Dean, please feel free to call or make an appointment.
- If you, the part-time counselor or non-teaching part-time faculty member, wish to respond to your evaluation for inclusion in your personnel file in HRS, you have 15 working days to provide the written response.