

## Appendix D-1

### Part-Time Lecturer Evaluation for Advancement Form<sup>1</sup>

PTLs who wish to be considered for advancement must complete Section I of this Form and submit it along with the supporting documentation outlined in Section II no later than September 20 for review in the Fall and no later than February 15 for review in the Spring.

#### I. PTL Information

Name \_\_\_\_\_

Date \_\_\_\_\_

Unit/Department \_\_\_\_\_

Campus \_\_\_\_\_

If teaching across multiple units/departments, please provide additional information below:

Unit/Department \_\_\_\_\_ Campus \_\_\_\_\_

Number of prior semesters of appointment taught as a PTL \_\_\_\_\_

Consideration for Advancement to \_\_\_ PTL 2 or \_\_\_ PTL 3

#### II. Supporting Documentation

*Please attach the following:*

- A chronological list of all semesters of appointment as a PTL (in the case of application for advancement to PTL 3, a chronological list of all semesters of appointment since advancement to PTL 2) and the course(s) taught in each semester, including courses currently being taught as a PTL. Include campus/unit/department, course number and course title;
- Teaching portfolio including, at a minimum, a reflective narrative of the PTL's teaching;
- Four most recent syllabi;
- Two most recent exams, formal assignments or tests; and
- Any additional material that the PTL wishes to be considered in the evaluation.

\_\_\_\_\_  
Part-Time Lecturer Signature

\_\_\_\_\_  
Date

<sup>1</sup> Departments/units may have additional PTL evaluation procedures, provided that those procedures, at a minimum, provide a level of evaluation consistent with the procedures outlined in Article IX.

**III. Class Observation(s)**

Date of Class Visitation(s) \_\_\_\_\_

Title of Course(s) Visited \_\_\_\_\_

Name of Observer(s) \_\_\_\_\_

**Attach a copy of the Class Observation Report(s)**

**IV. Department Chair's Recommendation:**

Chair's commentary:

By signing below, the Chair certifies that he/she has reviewed the PTL's personnel file, including a review of prior evaluations/class observations.

Chair's Recommendation (check the appropriate terms):

\_\_\_\_ Recommends Advancement to \_\_\_\_\_ PTL 2 \_\_\_\_\_ PTL 3

\_\_\_\_ Does Not Recommend Advancement

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

**V – Dean’s Recommendation**

**The Dean shall make the final decision with respect to the review and movement to PTL 2 or PTL 3 and shall notify the PTL of the decision, in writing, no earlier than ten (10) days prior to the end of the semester and no later than twenty (20) days after the close of the semester in which the review took place.**

Dean’s Commentary:

Dean’s Recommendation (check the appropriate terms):

\_\_\_\_ Recommends Advancement to \_\_\_\_ PTL 2    \_\_\_\_ PTL 3

\_\_\_\_ Does Not Recommend Advancement

\_\_\_\_\_  
Dean’s Signature

\_\_\_\_\_  
Date

C:    PTL  
      Personnel File