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Faculty Developmental Evaluation Record Sheet

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Employee Name: | | | | L#: | | | |
| Division: | | | | | | | |
| Contract Status: | Temporary | Probationary | | | Permanent | | |
| *Initials for Faculty Employee and Supervisor* | | | **Date** | | | **Faculty** | **Supervisor** |
| Faculty member notified of up-coming evaluation. | | |  | | |  |  |
| Evaluation conference completed. | | |  | | |  |  |
| Written results of planning conference provided to employee. | | |  | | |  |  |
| Evaluation conference completed. | | |  | | |  |  |
| Evaluation summary form/developmental plan provided to employee. | | |  | | |  |  |

**Developmental Evaluation for Contracted Faculty:**

The Developmental Evaluation has been satisfactorily completed

**Recommendation for Probationary Employees:**

Recommend contract for next academic year

Recommend for permanent contract next academic year

Retention not recommended for performance related reasons (second year of probation)

Recommend extension of probationary period for one year

**Recommendation for Temporary Employees:**

Will end:

Extended through:

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor Signature |  | Date |  |

I acknowledge receipt of the information provided above.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature |  | Date |  |
|  |  |  |  |

For **probationary Faculty**, this record sheet and summary form/developmental plan are due in Human Resources on or before **March 1st**; non-probationary are due on or before June 30.

*Reminder: Please enter and keep up to date PEAREVW information on this faculty member.*