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Faculty Developmental Evaluation Record Sheet

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| 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.*