

FACULTY DEVELOPMENTAL EVALUATION RECORD SHEET

Employee Name _____ Division _____

Contract Status: Temporary Probationary Permanent

	Date	Initials	
		Faculty	Supervisor
Faculty member notified of up-coming evaluation.			
Planning 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 1;
non-probationary are due on or before June 30.*