

**TO BE COMPLETED BY DEPARTMENT**

**Faculty Name:**

**Department Name:**

**School**

**Date of Evaluation:**

**Temporary Faculty Appointment Type:** *(choose one)*

**Full Time or Part Time** *(choose one)*

3-Year Contract within year one or two

Full Time

Semester or 1-Year Appointment

Part Time

**Evaluation is based on the following** *(check all that apply)*

**Student Evaluation of Teaching Effectiveness (REQUIRED)**

**Classroom Peer Evaluations (at the request of the department or temporary faculty)**

**Input from Department Temporary Faculty Evaluation Committee (TFE)  
For Temporary Faculty in FULL-TIME APPOINTMENTS**

**Input from Department Chair / Program Coordinator  
For Temporary Faculty in PART-TIME APPOINTMENTS**

**Dean Comments:**

**REQUIRED for FULL-TIME**

**OPTIONAL for PART-TIME**

**Brief Written Summary by Department Chair or TFE (attach more pages if needed)**

**Summary of Student Evaluation of Teaching Effectiveness (SETE)**

**Acknowledgement of Additional Contributions to the University**

**If candidate is eligible for a salary range elevation within the next 3 years, this evaluation also serves as a positive recommendation**

**TO BE COMPLETED BY THE EVALUATOR**

Print Name of Evaluator:

Evaluator Signature:

Date:

**TO BE COMPLETED BY FACULTY MEMBER BEING EVALUATED**

*My signature below acknowledges receipt of this evaluation and does not necessarily indicate agreement with the evaluation. I realize that this evaluation will be placed in my Personal Action File (PAF). I further realize that I have 10 days, if I wish, to respond in writing; this response would also become part of my Personnel Action File.*

Faculty Member Signature:

Date:

**DEANS COMMENTS (Required for Full-Time faculty – Optional for Part-time faculty)**

**If candidate is eligible for a salary range elevation within the next 3 years, this evaluation also serves as a positive recommendation**

Dean Signature:

Date:

**cc: Personnel Action File**

**QUESTIONS/CONTACT**

If you have any questions about completing this form, please call Faculty Affairs at 664-2192 (CRS 877-735-2929 TTY)