



*Memorandum*

Date:

To: *Supervising Administrator*

From: *Division Chair or Designee*

Re: Recommendation

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The following recommendation is based upon a combination of evaluative methods:

1. Peer classroom observation.
2. Discussion of classroom observation
3. Examination and discussion of student evaluations.
4. Examination of written course materials (syllabus, sample lesson, sample assignment, sample assessment i.e. test or quiz and explanation of how the evaluation is accomplished) as provided by the adjunct faculty member.

Recommendation for:

- Recommendation:  **Eligible for re-employment**
- Eligible for re-employment with qualification**
- Not Eligible for re-employment**

Name \_\_\_\_\_  
Division Chair Signature

Date \_\_\_\_\_