



Memorandum

Date:
To: Human Resources
From: Supervising Administrator
Re: Evaluation Recommendation

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

1. Peer classroom/workplace observation by division chair or designee.
2. Administrator (or designee) classroom observation.
3. Discussion of classroom observation between division chair (or designee) and instructor.
4. Division Chair examination and discussion of student evaluations.
5. Supervising Administrator examination and discussion of student evaluations.
6. Division Chair examination of instructor's written self-evaluation.
7. Supervising Administrator's examination of instructor's written self-evaluation.
8. Division Chair 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 instructor.
9. Supervising Administrator 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 instructor.
10. Division Chair recommendation

Recommendation for:

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

Name _____ Date _____
Adjunct Faculty Signature

Name _____ Date _____
Supervising Administrator Signature