



Memorandum

Date:

To: [Supervising Administrator]

From: [Division Chair]

Re: Peer Evaluation Committee Recommendation

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

1. Peer classroom observation by each member of the peer evaluation committee.
2. Discussion of classroom observation between each committee member and instructor.
3. Committee discussion, comparison, and evaluation of classroom observations.
4. Committee examination and discussion of student evaluations.
5. Committee examination of instructor's written self-evaluation.
6. Committee examination of written course materials for each method of delivery syllabus (sample assignment, sample evaluation instrument and explanation of how the evaluation is accomplished) as provided by the instructor.

Recommendation for: _____ (Associate Professor Name)

- Recommendation: Retention for 2019 – 2020
- Retention for 2019 – 2020 with Qualification
- Non-retention

Peer Evaluation Committee Members (administrators should not be members of the peer committee, and division chairs may or may not be on the peer committee):

Name	_____	Date	_____
	Peer Committee Signature		
Name	_____	Date	_____
	Peer Committee Signature		
Name	_____	Date	_____
	Peer Committee Signature		
Name	_____	Date	_____
	Division Chair Signature		
Name	_____	Date	_____
	Instructor Signature		