



Memorandum

Date:

To: Human Resources

From:

Re: Evaluation Recommendation

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

1. Peer classroom/workplace observation by each member of the peer evaluation committee.
2. Administrator classroom observation.
3. Discussion of classroom observation between each committee member and instructor.
4. Committee discussion, comparison, and evaluation of classroom observations.
5. Committee examination and discussion of student evaluations.
6. Supervising Administrator examination and discussion of student evaluations.
7. Committee examination of instructor’s written self-evaluation.
8. Supervising Administrator’s examination of instructor’s written self-evaluation.
9. Committee examination of written course materials for each method of delivery (sample assignment, sample evaluation instrument and explanation of how the evaluation is accomplished) as provided by the instructor.
10. Supervising Administrator examination of written course materials for each method of delivery (sample assignment, sample evaluation instrument and explanation of how the evaluation is accomplished) as provided by the instructor.
11. Peer evaluation committee recommendation

Recommendation for:

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

Instructor’s Name _____

Date _____

Administrator _____

Date _____