

APPENDIX B

**DEPARTMENT CHAIR'S EVALUATION
of full-time and part-time lecturers with one-year or three-year appointments**

Deadline for submission to the Dean and Lecturer: Monday, February 26, 2024

Department Chair _____ Department _____

Lecturer Evaluated _____

Evaluation Periods: Spring Semester 2023, Cruise 2023, and Fall Semester 2023

Indicate Time Base (FT or PT) for Spring Semester _____ Cruise _____ Fall Semester _____

1. Describe the lecturer's work requirements as stipulated in the appointment letter.

Spring Semester 2023

Cruise 2023 (if applicable)

Fall Semester 2023

2. This evaluation is based on the following sources of information for the evaluation period. (Check all that apply.)

Lecturer's Annual Self-Assessment

Peer input

Evaluation of course material

Classroom visit

Personnel Action File (PAF)

Student evaluations

Other – please specify:

3. Give your evaluation of the lecturer's effectiveness in fulfilling the work requirements.

Excellent Good Satisfactory Unsatisfactory

(Comments are required)

4. Please feel free to add other comments or provide additional information.

<hr/>	
Department Chair signature	Date
<hr/>	
Lecturer signature	Date
I have read the evaluation. My signature indicates neither agreement nor disagreement with the statements made.	
<hr/>	
<input type="checkbox"/>	I concur with the evaluation made by the Department Chair
<input type="checkbox"/>	I do <u>not</u> concur with the evaluation made by the Department Chair and have provided a written attachment.
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Dean	Date