

Santa Clara University
Academic Year Adjunct Lecturer Evaluation Letter Template
October 2018

{Date}

Dear {Name}
Department of {insert name of department}

This evaluation is based upon your Faculty Activities Report, as well as any other evidence submitted in support of your teaching including syllabi, numerical and narrative course evaluations, and other materials pertinent to your contributions to student learning. Academic Year Adjunct Lecturers typically are evaluated with a distribution of 95% teaching and 5% service.

The period of this evaluations is Sept. 1, _____ through Aug. 31, _____.

Overall Evaluation of Teaching (choose one):

___ **Exceeds Expectations/Superior Performance:** Extraordinary classroom teaching, course preparation, and advising, when applicable. (Eligible for reappointment if the faculty has met all other criteria of University guidelines on reappointment.)

___ **Meets Expectations:** Adequate or better teaching performance; solid work in course development as appropriate, and satisfactorily meets advising responsibilities, if applicable. (Eligible for reappointment if the faculty has met all other criteria of University guidelines on reappointment.)

___ **Below Expectations:** Problematic classroom or other teaching performance.

Explanation of Evaluation and Comments on Teaching: {~1/2 - 1 page: Compare student numerical and narrative evaluations with departmental norms. Discuss observations and suggestions stemming from faculty classroom visit. Comment on syllabi, course materials provided, course development and other contributions to student learning. }

Evaluation of Service (choose one):

___ **Meets or Exceeds Expectations:** Effective participation in departmental meetings, events, or committees (or equivalent service to the College, or University).

___ **Below Expectations:** Little to no activity in faculty service.

Explanation of Evaluation and Comments on Service: {~1/4 page: Comment on the level of participation in and effectiveness of faculty service activities. }

Developmental Feedback: {Provide suggestions for improvement as appropriate. Recommend resources available through Faculty Development as appropriate.}

As department chair, I look forward to meeting with you in the next few weeks to discuss any questions or concerns that you might have about this evaluation. Section 3.3 of the *Faculty Handbook* specifies that you may provide a written response to this evaluation to myself and the dean and such response shall become part of your personnel file.

Thank you for your many contributions.

Signature of Evaluator(s):

Date: