|  |  |
| --- | --- |
|  | 2024-2025  Lecturer Evaluation Form |

All Evaluators are to use this form (or a departmental/college equivalent) to prepare their evaluation of the candidate’s Working Personnel Action File (WPAF). This evaluation must be based upon UPS 210.070 and any approved [Department Standards for Lecturer Faculty](http://www.fullerton.edu/far/dsl/index.php).

The evaluation shall contain, at a minimum:

* Details on the candidate/type of evaluation
* Name(s) of the evaluators
* Date the evaluation was completed
* The overall rating of the candidate
* A written statement on the candidate’s performance of their assigned job duties.

Responsibilities for this Review Step (DPRC Chair, Department Chair, and Dean [if applicable])

* Upload a completed copy of this [form](https://www.fullerton.edu/far/evaluations/LecturerEvaluationForm.docx) to the “Required Items Box” on the “Case Details Page” of each assigned Interfolio case
* Share a copy of the completed evaluation with the faculty member under review and run the 10-calendar day rebuttal period
* **Responsibilities of Department Chairs and Deans** **only**
  + Share copies of completed evaluations through Interfolio with other committees in the evaluation workflow
  + Share copies of any rebuttals filed by faculty under review through Interfolio with other committees in the evaluation workflow
  + Forward all interfolio cases to the next review level by the deadlines listed in the timetables

Resources

* [DPRC Guide](https://csuf.screenstepslive.com/s/23468/m/101795/c/351337)
* [Department Chair Guide](https://csuf.screenstepslive.com/s/23468/m/101795/c/351392)
* [Dean Guide](https://csuf.screenstepslive.com/s/23468/m/101795/c/351393)

|  |
| --- |
| **Complete the fields in the table below. DPRC member names shall be listed in alphabetical order. Delete any Evaluator Name fields that are not needed. As you begin editing this form, save it using a descriptive filename (“DPRC Evaluation of Tuffy Titan.docx”). Once the written assessment has been finalized, enter the date that the evaluation was completed, save the file, and upload it to Interfolio.** |

|  |  |
| --- | --- |
| **Department** |  |
| **Candidate Name** |  |
| **Review Type** | Choose an item. |
| **Evaluator Name** |  |
| **Evaluator Name** |  |
| **Evaluator Name** |  |
| **Evaluator Name** |  |
| **Evaluator Name** |  |
| **Overall Rating\*** | Choose an item. |
| **Date Evaluation Completed** | Click or tap to enter a date. |

\* Deans: please note that in Comprehensive and Year 3 of 3 evaluations, your rating choices are only Satisfactory or

Unsatisfactory

|  |
| --- |
| **Written Assessment of Performance:** |