|  |  |
| --- | --- |
| Cal Poly Logo_2011 | **AP 109-LR Chair**Temporary Faculty Range Evaluation Form**Department Heads/Chairs**<https://academic-personnel.calpoly.edu/content/policies/rpt> |

|  |  |  |
| --- | --- | --- |
| **NAME:** Click or tap here to enter text. |  | **DATE:** Click to enter a date. |
| **COLLEGE/EQUIVALENT:** Select College/Equivalent. | **DEPARTMENT:** Click or tap here to enter text. |
| **Current Range:** Select Current Range.**This is a review for Range Elevation for:** [ ] Range A to B [ ] Range B to C [ ] Range C to D  |

|  |
| --- |
| **FACTORS OF CONSIDERATION** |
| *Justification for Recommendations**(Reference:* ***University Personnel Action Procedures and Criteria****:* [*http://www.academic-personnel.calpoly.edu/*](http://www.academic-personnel.calpoly.edu/)*🡪Policies and Procedures) Evaluative statements should be accompanied by supporting evidence. If the evidence does not appear to support the recommendations made, the file will be returned to the reviewing levels for amplification.**The evaluator should review effectiveness of the temporary faculty member during the appropriate evaluation period as stated above. The evaluation should reflect both (1) evidence of merit and (2) suggested areas for improvement. Reference any resources used for evaluation; such as class visitation, consultations with temporary faculty member, Personnel Action File, and materials provided by the temporary faculty member (WPAF).*  \*Nonteaching academic personnel are to be evaluated on their professional performance. |
| \***I. Teaching Performance and/or Other Professional Performance:** Consider such factors as the faculty member's competence in the discipline; ability to communicate ideas effectively; versatility and appropriateness of teaching techniques; organization of courses; relevance of instruction to course objectives; methods of evaluating student achievement; relationship with students in class; effectiveness of student advising; and other factors relating to performance as an instructor. (Include results of Student Evaluation Program.) \*Nonteaching academic personnel are to be evaluated on their professional performance. |

|  |
| --- |
| **Evidence of Merit:** |
| Click or tap here to enter text. |
|  |
| **Areas and Suggestions for Improvement:** |
| Click or tap here to enter text. |

|  |
| --- |
| 1. **Professional Growth and Achievement:**

As appropriateto the temporary faculty member’s assignment, consider such factors as: maintaining currency in academic discipline/area of expertise; educational background and further academic training; related work experience and consulting practices; scholarly and creative achievements; participation in professional societies; attendance and/or presentation of papers at professional and scholarly meetings; publications; and external validation of scholarly activities. |

|  |
| --- |
| **Evidence of Merit:** |
| Click or tap here to enter text. |
|  |
| **Areas and Suggestions for Improvement:** |
| Click or tap here to enter text. |

|  |
| --- |
| 1. **Service to University, Students, and Community:**

As appropriateto the temporary faculty member’s assignment, consider such factors as participation in academic advisement; placement follow-up; co-curricular activities; diversity-related activities; department, college and university committees; Academic Senate and its committees; individual assignments; systemwide assignments; and service in community affairs directly related to the temporary faculty member’s teaching area, as distinguished from those contributions to more generalized community activities. |

|  |
| --- |
| **Evidence of Merit:** |
| Click or tap here to enter text. |
|  |
| **Areas and Suggestions for Improvement:** |
| Click or tap here to enter text. |
| 1. **Other Factors of Consideration:**

Consider such factors as collegiality (working collaboratively and productively with colleagues and participation in traditional academic functions); initiative; cooperativeness; and dependability. |

|  |
| --- |
| **Evidence of Merit:** |
| Click or tap here to enter text. |
|  |
| **Areas and Suggestions for Improvement:** |
| Click or tap here to enter text. |

|  |
| --- |
| 1. **Summary:**
 |
|[ ]  *has reached a high level of teaching performance and professional development and is making an outstanding contribution to the university which is readily recognizable.* |
|[ ]  *fully meets the requirements of the present assignment and is making a valuable contribution to the university.* |
|[ ]  *meets the requirements of the present assignment adequately and by following the preceding suggestions for improvement may make a greater contribution to the university.* |
|[ ]  *does not meet satisfactorily the requirements of the present assignment.* |
| **VI. Recommendation for eligible temporary faculty member who has applied for range elevation:** |
| [ ] Range Elevation Recommended[ ] Range Elevation Not Recommended |
| **For the Following Reasons:** |
| Click or tap here to enter text. |
|  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| By signing below, I agree with the above evaluation and acknowledge my evaluation resulted from thorough review of the Personnel Action File (PAF), including student evaluations, and the Working Personnel Action File (WPAF). My signature also certifies that I did not copy, share or reproduce the documents and materials contained within the candidate’s PAF or WPAF.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| 1 | Click or tap here to enter text., Department Chair |  | Date |  |  |  |  |

 |