

**Appendix D-2**

**Part-Time Lecturer Evaluation for Advancement Short Form for Spring 2020**  
**Advancement Only**

PTLs who wish to be considered for advancement for Spring 2020 only, must complete Section I of this Form and submit it along with the supporting documentation outlined in Section II **no later than September 20, 2019**. This Short Form shall be used only for: a) PTLs who have taught as a PTL for twelve (12) to twenty-three (23) semesters through the Fall 2019 semester and who request to be considered for advancement to PTL 2 beginning in the Spring 2020 semester; or b) PTLs who have taught as a PTL for twenty-four (24) or more semesters through the Fall 2019 semester and who request to be considered for advancement to PTL 3 beginning in the Spring 2020 semester. For those PTLs eligible for Advancement to PTL 2 or PTL 3 in the Spring 2020 semester only, a class observation, pursuant to Article IX, is not required in order to qualify for that advancement.

**I. PTL Information**

Name \_\_\_\_\_ Date \_\_\_\_\_

Unit/Department \_\_\_\_\_ Campus \_\_\_\_\_

If teaching across multiple units/departments, please provide additional information below:

Unit/Department \_\_\_\_\_ Campus \_\_\_\_\_

Number of prior semesters of appointment taught as a PTL \_\_\_\_

Consideration for Advancement to \_\_\_\_ PTL 2 or \_\_\_\_ PTL 3

**II. Supporting Documentation**

*Please attach the following:*

- A chronological list of all semesters of appointment as a PTL and the course(s) taught in each semester, including courses currently being taught as a PTL. Include campus/unit/department, course number and course title;
- Teaching portfolio including, at a minimum, a reflective narrative of the PTL's teaching;
- Four most recent syllabi;
- Two most recent exams, formal assignments or tests; and
- Any additional material that the PTL wishes to be considered in the evaluation.

\_\_\_\_\_  
Part-Time Lecturer Signature

\_\_\_\_\_  
Date

**III. Prior Evaluations**

**To be completed by the Department Chair:**

Date(s) of Prior Departmental Evaluation(s): \_\_\_\_\_

Method of Evaluation(s) e.g., SIRS, Class observation, etc. \_\_\_\_\_

Summary of Prior Evaluation(s):

If no prior evaluation, please provide an evaluation:

**IV - Department Chair's Recommendation**

By signing below, the Chair certifies that he/she has reviewed the PTL's personnel file, including a review of prior evaluations and class observations (if any).

Chair's Recommendation: (check the appropriate terms):

\_\_\_\_ Recommends Advancement to \_\_\_\_ PTL 2 \_\_\_\_ PTL 3

\_\_\_\_ Does Not Recommend Advancement

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

**V - Dean's Recommendation**

**The Dean shall make the final decision with respect to the review and movement to PTL 2 or PTL 3 and shall notify the PTL of the decision, in writing, no earlier than ten (10) days prior to the end of the Fall 2019 semester and no later than twenty (20) days after the close of the Fall 2019 semester.**

Dean's Commentary:

Dean's Recommendation (check the appropriate terms):

\_\_\_\_ Recommends Advancement to \_\_\_\_ PTL 2 \_\_\_\_ PTL 3

\_\_\_\_ Does Not Recommend Advancement

\_\_\_\_\_  
Dean's Signature

\_\_\_\_\_  
Date

C: PTL  
Personnel File