Instructor Name:

Department: College: **Year: 20\_\_\_\_- \_\_\_\_**

|  |  |
| --- | --- |
| Multi-Year Appointment Status\* | Eligible for Multi-Year Appointment \_\_\_\_\_ (YES) \_\_\_\_\_ (No) Year Multi-Year Appointment Started (Article 30.2.b) \_\_\_\_\_\_\_\_\_ |
| Yearly Appointment | \_\_\_\_\_ (YES) \_\_\_\_\_ (NO) |

\*Eligibility is based upon Lecturers with 10or more years **full-time in Unit B as a full-time lecturer** *AND* **highly effective** performance evaluations for two of the preceding five years. Academic Affairs will verify and contact faculty member on eligibility.

**Oral English Proficiency Compliance**

All persons providing classroom instruction must have an annual evaluation of their oral English language proficiency under Illinois Statute 110ILCS 660/5-70. If oral English proficiency is considered unsatisfactory, the department chair will discuss the evaluation with the faculty member, contract administration and the union president to discuss how the individual can meet statute requirements.

**Oral English Proficiency is rated as:** [\_\_] Satisfactory [\_\_] Unsatisfactory.

**Evaluation of Effectiveness of Performance**

All Unit B lecturers **are required** to have annual performance evaluations. Chairs/program directors and deans use this form to evaluate *all* of their adjunct instructors regardless of union membership. Evaluations include student evaluations, materials required by the DAC, materials submitted as evidence of teaching/primary duties, materials in the personnel file and additional documentation of materials as requested by the department chairperson. Activities such as timely submission of grades should be included in the evaluation. Chair must conduct and include a classroom observation if a negative evaluation is given for bargaining unit members’ teaching performance.

**Directions:** Check the appropriate box for the level of performance, as applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| **CHAIRPERSON/PROGRAM DIRECTOR**Article 33.1.b of the 2015-2018 Contract | **Unsatisfactory** | **Satisfactory** | **Highly Effective** |
| **Teaching** |  |  |  |
| **Primary Duty (Non-Teaching Activities)** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DEAN**Article 33.1.b of the 2015-2018 Contract | **Unsatisfactory** | **Satisfactory** | **Highly Effective** |
| **Teaching** |  |  |  |
| **Primary Duty (Non-Teaching Activities)** |  |  |  |

**Reasons:** Written evaluation of effectiveness of performance stating whether and why the performance has been unsatisfactory, satisfactory or highly effective. (For more room use back or additional sheets.)

Chairperson/Program Director:

Dean:

***The Department Chair checks and signs the appropriate box and retains a copy and gives one to the faculty member, one to the Dean and one to the Contract Administrator. The Dean makes a written recommendation and sends it to the faculty member, to the chairperson and to Contract Administration:***

**[\_\_] Chairperson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature) Date:**

### Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[\_\_] Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature) Date:**

**College:**