

THE GRADUATE CENTER

Office of Human Resources

Observation for Instructional Staff – Adjuncts

Employee Name: _____ Title: _____

College: _____ Program/Academic Discipline: _____

Course: _____ Section: _____ Semester: _____ Date of Observation: _____

A. Observation

1. Based on this observation, comment on the adjunct's general effectiveness:

2. Within the framework of the adjunct's general effectiveness discussed above, comment on his/her classroom effectiveness, handling of scholarly material, teaching techniques and classroom atmosphere.

3. Please rank on the following scale:

Excellent Very Good Good Satisfactory Unsatisfactory

B. Summary of Evaluation

Observer Name: _____ Title: _____

Observer Signature: _____ Date: _____

Department: _____

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Evaluation Conference Memorandum

This form is to be used for evaluations and at other times when formal guidance is needed.

A performance evaluation is intended to encourage the improvement of individual professional performance and to provide a basis for future personnel decisions. At the conference, the employee's total performance and professional progress shall be reviewed and summarized below for inclusion in the employee's personnel file.

Employee Name: _____ Title: _____

College: _____ Department/Discipline: _____

Evaluator Name: _____ Title: _____

Semester: _____ Date of Evaluation Conference: _____

Signed: _____

Date: _____

Evaluator

I understand that my signature means only that I have read this memorandum and may attach any comments I wish.

Employee Signature: _____ Date: _____