

LEHMAN COLLEGE

Annual Faculty Evaluation Conference Report

Faculty Name:

Faculty Rank:

Evaluation Period: July 1, 20 to June 30, 20

**Process:**

Summary of conference, formal evaluation and statement of goals – completed within 10 days of the conference by department chair (or designee). Sent to faculty for response (optional) and signature within 10 days. When signed, the completed evaluation is uploaded by the chair to Digital Measures.

**Completion checklist:**

Upload Chair Evaluation to Digital Measures [ ]  Date:

Copy to faculty [ ]  Date:

Chair Signature: Date:

Faculty Signature: Date:

Chair’s Annual Evaluation

Include (a) Summary of conference with faculty member; (b) Evaluation of teaching, scholarship, and service; and (c) Goals agreed upon for the upcoming year. Evaluation should provide an action plan for any evaluation areas that need improvement.

Rating: [ ]  Satisfactory [ ]  Needs Improvement [ ]  Unsatisfactory

Faculty comments (optional):