

DUE TO DEPARTMENT CHAIR BY JANUARY 31, 2020, 5:00 P.M.

- Attach: 1) SOTE/SOLATES
2) Direct Observations of Teaching
3) Related Items to Be Reviewed (if any)

Appointment Spring 2019 (if any): _____

Full-Time: Part-Time:

Appointment Fall 2019 (if any): _____

Full-Time: Part-Time:

Full Name: _____

Department/School: _____

College: _____

This ASA is a required form for the evaluation process that must be completed by each lecturer or temporary faculty member appointed in calendar year 2019. It will be used in the Annual Evaluation and will be placed in the faculty member's Personnel Action File. ***Pursuant to Article 15.12 of the Collective Bargaining Agreement, faculty members are responsible for submitting evaluation materials required by campus policy. Failure to submit required material will be taken into consideration as part of the evaluation.***

1) ACADEMIC ASSIGNMENT: TEACHING, SUPERVISION, AND/OR OTHER WORK

Required Section. Evaluators may use student ratings, peer direct observations, and course materials such as outlines, tests, or grades in their review. In the space below, please provide them additional information about your efforts to maintain or improve your effectiveness in your academic assignment, such as teaching practices, activities to improve teaching effectiveness, and professional development. *(Additional sheets may be attached if necessary.)*

2) SERVICE TO STUDENTS, UNIVERSITY, PROFESSION

Required only when applicable to work assignment. *(Additional sheets may be attached if necessary.)*

3) ADDITIONAL ACHIEVEMENTS, QUALIFICATIONS, RSCA, AND/OR CONTRIBUTIONS

Required only when applicable to work assignment. *(Additional sheets may be attached if necessary.)*

I affirm that the information contained in this 2019 Annual Summary of Achievements (ASA) is true and accurate to the best of my knowledge.

Name of Faculty Member (Please Print)

Signature

Date