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**COVER SHEET FOR ANNUALLY-CONTRACTED FACULTY EVALUATION (ACF) ANNUAL EVALUATION FOR BARGAINING AND NON-BARGAINING UNIT EMPLOYEES**

Name:

Department:

Bargaining Unit:

Date Submitted:

**Instructions:** Attach this sheet as a cover page for the evaluation portfolio submitted.

1. Each bargaining unit and non-bargaining unit annually contracted faculty member (with an appointment of 50% or more for the academic year) submits this form to the Department Chairperson, providing an evaluation portfolio with appropriate supporting material as an attachment. The normal period covered by the attached materials is the previous calendar year. No annually contracted faculty will be evaluated until she/he has completed one full academic term of service at the University. The period covered by the evaluation portfolio for first-year annually contracted faculty is since the date of initial employment.
2. Attach an assessment of performance in a format compatible with Evaluation Criteria and Departmental Application of Criteria for the area of teaching/performance of primary duties. Evidence of student evaluations of teaching effectiveness must be attached (in the case of Booth Library and Counseling Center temporary faculty, evidence of peer evaluation). Please note that evaluations of annually contracted faculty shall include student evaluations of all courses or other instructional activities.
3. Annually contracted faculty members may attach any supporting materials they wish to have considered in the evaluation materials. Please staple the evaluation materials consisting of 20 or fewer pages to this form; enclose evaluation materials of more than 20 pages in a loose-leaf, three-ring binder clearly marked on the spine with your name and department and attached to this form. Examples of supporting materials include course syllabi developed by the annually contracted employee, peer evaluations, classroom visitations, and any other material which illustrate meeting evaluation criteria in the area of teaching/primary duties.
4. After the evaluation process is completed, the appropriate dean will return the evaluation materials to the annually contracted faculty member.