



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):