

**NON-TENURE TRACK (Part-Time, Tenured, LTS)
STUDENT EVALUATIONS OF INSTRUCTORS**

Cover Sheet		
Instructor's Name	Discipline	College
Class Code	Course Title	Date of Evaluation

STUDENT EVALUATION REPORT(S)* WILL BE EMAILED TO:

If multiple Class Codes or dates, please organize forms accordingly under lead class, and explain (e.g. concurrent classes).

Faculty Evaluator	Email	College
Administrator	Email	College
Candidate	Email	College
Faculty Evaluation Coordinator	Email	College

Evaluations Administered By	Email	Signature

An evaluation summary will be emailed to all 5 recipients as soon as it is completed and scanned. Typed student comments will be emailed to the faculty evaluator, administrator, non-tenure review coordinator, and the one responsible of administrating the evaluation as soon as they are typed and will be emailed to the candidate after semester grades have been turned in (early January for Fall; early June for spring). The evaluations themselves will be kept at the District Office.

Directions:

1. Complete this form for each set of student evaluations of instructor Scantron forms submitted.
2. Check each set of Scantron forms for correct class code and date of evaluation.
3. Send Scantron forms along with this cover sheet, immediately following evaluation date, to:

**Sabrina Manrique
Office of Educational Services -- District Office**