

University of Wisconsin-Green Bay  
**INSTRUCTIONAL ACADEMIC STAFF (LECTURER)**  
**PERFORMANCE EVALUATION**

This evaluation is prepared in accordance with Chapter 3.02 (2) and should address the performance and professional development of the lecturer in terms of responsibilities and duties outlined in the letter of appointment or renewal as specified in Chapter 2.06.

Name \_\_\_\_\_ Evaluation Period \_\_\_\_\_ To \_\_\_\_\_

Unit \_\_\_\_\_ Title \_\_\_\_\_

Date Submitted to Lecturer \_\_\_\_\_

**PROCEDURE:**

1. The Supervisor completes the evaluation appropriate to the Lecturer's unit and attaches it to this form.
2. A time is set for a conference between the Supervisor and the Lecturer. The Lecturer must be given a minimum of two working days to review the Supervisor's evaluation before the conference. The conference session will take place in which the Supervisor and the Lecturer discuss the Lecturer's performance for the past year.
3. Following the conference, the Lecturer may write a response to the Supervisor's evaluation and attach it to this form. Both the Supervisor and the Lecturer sign the bottom of this form.
4. This form, with the attachments, is sent to the personnel file through the appropriate administrative channels.

**DIRECTIONS FOR THE EMPLOYEE RESPONSE: (Optional)**

After the evaluation session and upon receipt of the Supervisor's evaluation narrative, the Lecturer may choose to attach a brief narrative response to the Supervisor's evaluation. This form should then be signed by both the supervisor and Lecturer and forwarded, along with all attached signed narrative statements, to the personnel file through the appropriate administrative officers.

Date of Evaluation Session \_\_\_\_\_

Lecturer's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_