**SESSIONAL LECTURER**

**IN-CLASS TEACHING EVALUATION NOTICE**

The practice of the University of Guelph is, whenever practicable, to undertake in-class teaching evaluations of Sessional Lecturers. Classes are normally visited for a period of 50 minutes by the supervising Chair, Director, or designate, who completes a standardized evaluation form, based on his/her observations.

Sessional Lecturers are given at least five (5) days notice that an evaluation is to be conducted at a mutually agreeable time. This message is notification of your upcoming evaluation.

This evaluation will result in a written appraisal and is done using a standardized document (see enclosed In-class Teaching Evaluation document). A copy of the in-class teaching evaluation will be given to you within 10 days and should be used as an occasion for constructive dialogue between you and your assessor. A copy of this evaluation will be provided to the performance assessment committee for performance evaluation purposes.

Distance education (DE) Instruction courses may be evaluated in a parallel process to that described above. The Chair, Director or designate will ask you to be invited as a “Guest” to an on-line component of the course. Where consent is provided, the evaluation will proceed online. Where consent is not provided, the Chair, Director or designate will observe and evaluate your online instruction in person in your office.

The date on which your class will be visited is Click here to enter a date. unless this is not possible for you. If you need to arrange a different date, please contact your supervisor.

Thank you for your cooperation with this procedure.