**SESSIONAL LECTURER**

**PERFORMANCE EVALUATION NOTICE**

The practice of the University of Guelph is, whenever practicable, to undertake performance evaluations of Sessional Lecturers. Sessional Lecturers are given at least five (5) days notice that an evaluation is to be conducted. This message is notification of your upcoming evaluation on Click here to enter a date.

The evaluation is performed by a performance assessment committee (the Chair/Director and at least two faculty members) based on the following criteria as they pertain to your work assignment:

Teaching Effectiveness

Student Evaluation Surveys

Administrative Duties Effectiveness

Course Materials

I invite you to review the materials, contained in your assessment file, that will be considered by the committee. If you wish to do so, please provide two (2) days written notice so that we can ensure full access to the materials. You can also submit any documentation you feel is relevant to the performance evaluation process for consideration.

The evaluation results in a written appraisal. A copy of the performance evaluation will be given to you. A satisfactory evaluation will result in earning a Right of First Refusal to the course the next time the course is posted for Sessional Lecturers. This is also an opportunity for constructive dialogue between you and your Chair/Director.

You will be provided with the results of your performance evaluation on Click here to enter a date.