

**APPENDIX D**

**LECTURER'S SELF-ASSESSMENT**

**To be completed by full-time and part-time lecturers with appointments less than one year.**

**Deadline for submission to the department chair: no later than 30 days after the last day of employment as shown in the appointment letter**

Name \_\_\_\_\_ Department \_\_\_\_\_

Date submitted to Department Chair \_\_\_\_\_ Dept. Chair initials \_\_\_\_\_

Evaluation Period: Spring \_\_\_\_\_ (year); Cruise \_\_\_\_\_ (year); Fall \_\_\_\_\_ (year)

1. Describe your work requirements, as stipulated in your appointment letter. (Attach a copy of your appointment letter to this document.)

Spring semester

Cruise (if applicable)

Fall semester

2. Describe your effectiveness in fulfilling these requirements.

3. Please feel free to add other comments or provide additional information.