

# Portland State University

## Request for Evaluation for Adjunct Faculty

Faculty Member Name:	
Department:	
School/College:	
Date of Request:	

**This is a request for evaluation is:**

pursuant to Article 7, Section 7 of the PSUFA Collective Bargaining Agreement for the purpose of providing feedback and developmental guidance on job performance.

I have met the eligibility requirements described below.

Please enter the date of your last performance evaluation \_\_\_\_\_, and the dates of the last 6 terms that you worked: \_\_\_\_\_

**Article 7, Section 7. Professional Evaluation**

*At least once every six (6) terms worked, an employee shall be entitled to a written performance evaluation by his/her Department Chair/Chair-equivalent upon request, or when determined appropriate by the Chair/Chair-equivalent for the purpose of providing feedback and developmental guidance to the member on job performance.*

**This is a request for evaluation is:**

pursuant to Article 8, Section 2.3 of the PSUFA Collective Bargaining Agreement for the purpose of obtaining assignment rights.

I have met the eligibility requirements described below.

Please enter the terms that you worked and the credit hours taught in each of these terms: \_\_\_\_\_  
\_\_\_\_\_

**Article 8, Section 2. Assignment Rights**

*3. When a member has taught in a Department in at least two (2) terms (excluding summers) during each of the preceding three (3) academic years, the employee shall have a right to an evaluation, if requested by the member prior to February 1 of the third consecutive academic year of employment, or if the member is not teaching Winter Term, then by the end of the first week of Spring Term of the third consecutive academic year of employment. Such evaluation is to be completed by the following July 1. If, in the academic judgment of the department chair or chair-equivalent, taking into account an analysis of the facts obtained and observations made during the evaluation process, the member's performance warrants continuing employment, the member shall be offered a two-year appointment to teach, at a minimum, the greater of (a) two (2) courses per academic year, or (b) the fewest number of courses taught in any of the preceding three (3) academic years. The department chair's or chair-equivalent's consideration of whether the member's performance warrants continuing employment should take into account whether the member's continued employment best serves the needs of the department and the department's students. If the member disagrees with the decision of the department chair or chair-equivalent, an appeal of that decision may be made to the dean. If a member disagrees with the decision of the dean, an appeal of the decision may be made to the Provost or Provost's designee, whose decision is final.*

(Excerpted from the current Collective Bargaining Agreement between Portland State University and the Portland State University Faculty Association, Local 3571.)

Signature, Faculty Member:		Date	
Signature of Receipt, Department Chair or Chair-equivalent:		Date	