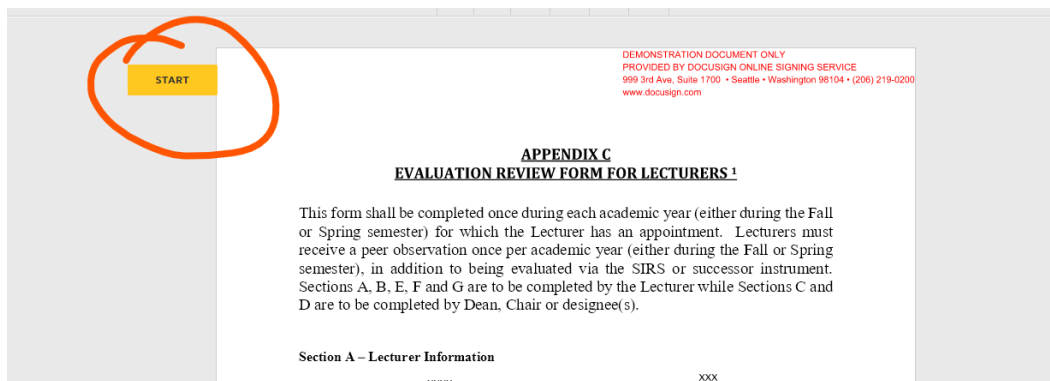
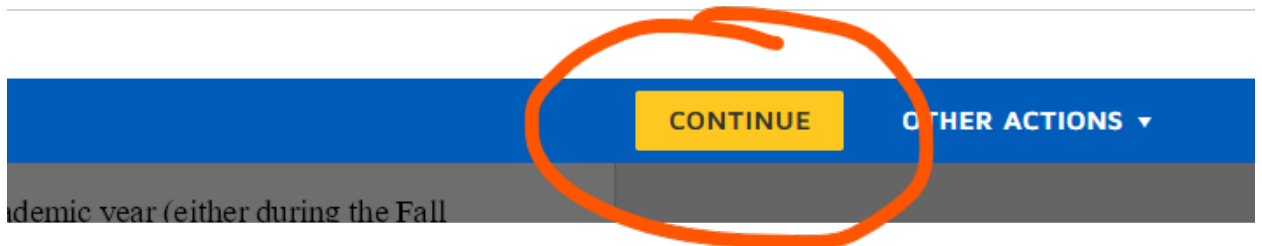
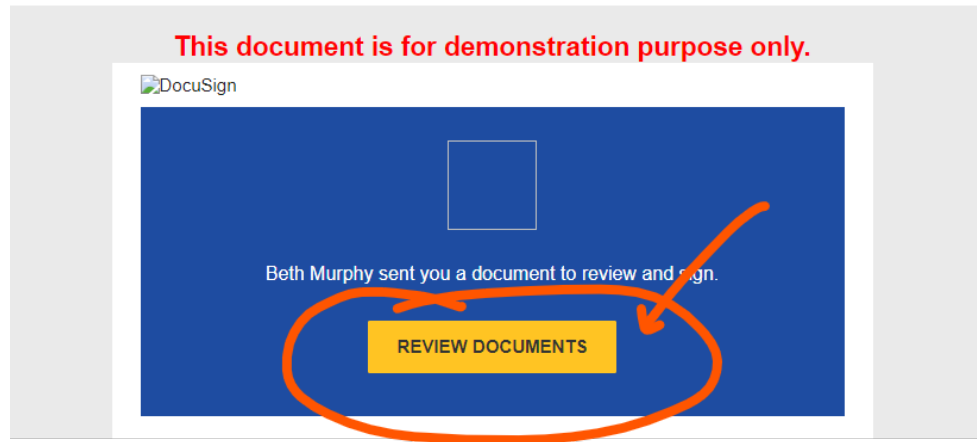
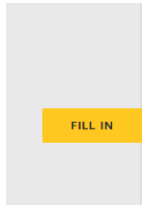


SIRS REVIEW ONLY (DONE FOR EACH LECTURER EACH SEMESTER THAT THEY TEACH A COURSE)

LECTURER ROLE

- Lecturer will receive an email informing them that there is a document form them to sign in DocuSign. Open the email to access the DocuSign envelope.
- Press Review Document.





Section B – Course Information

Courses Taught in the Semester(s) Indicated Above

Unit/Department	Campus	Course Number	Course Title	Credits
16-137	NB			3
16-137	NB			3

Fill in course # and course title. One line per course regardless of the number of sections or delivery modality.



Scroll to the end of to review the SIRS report for each section of the course taught.



Section E – Self-Evaluation

The Lecturer may provide a self-evaluation of process, accomplishments, and challenges, as well as a response to selected SIRS feedback from the current appointment period or a prior appointment period.

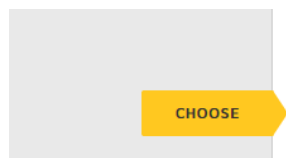
NEXT

The Lecturer requests a meeting with the Dean, Chair or designee before the evaluation is finalized.

Add comments in the self-reflection box (arrow). Enter **“None”** if you do not have any. Hit **NEXT** when you are done.



Select if you require a meeting, or not



The Lecturer requests a meeting with the Dean, Chair or designee before the evaluation is finalized.

Yes No



If you require a meeting, Fill out the date and time of the meeting and any post-meeting comments in the text box.

If you do not require a meeting, insert N/A in the date, time, and comment fields.

Sign the document. Signed documents will go the Chair/Dean/Designee

FILL IN

If Yes, date of Meeting

Section G – Lecturer Comments (If any)

The Lecturer confirms they have received this evaluation form and have had the opportunity to add comments.

Sign
↓

6/5/2024

Lecturer Signature

Date

Once you are done; the signed document will be sent to the Chair/Designee for review and approval.

The finalized Appendix 13 will be filed in your Personnel file.

Thank you!