

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Office of the Senior Vice Chancellor, Educational Services**

**\*\*\*NON-TENURE TRACK (Part-Time, Tenured, LTS)\*\*\***

**STUDENT EVALUATIONS OF INSTRUCTORS**

**Cover Sheet**

_____ Instructor's Name	_____ Class Code	_____ Date of Evaluation
_____ Discipline	_____ Course Title	
_____ College		

*\*If multiple codes or dates, please organize forms accordingly under lead class, and explain (e.g., concurrent classes):*

{ Student Evaluation Administered by: \_\_\_\_\_ }

**STUDENT EVALUATION REPORT(S)\* WILL BE EMAILED TO:**

NAME	EMAIL	COLLEGE
_____ Faculty Evaluator	_____	_____
_____ Administrator	_____	_____
_____ Candidate	_____	_____

*\*Evaluation summary* will be emailed to all 3 recipients as soon as it is completed and scanned; *scanned student comments* will be emailed to the chair and administrator as soon as they are scanned and will be emailed to the candidate after semester grades have been turned in (early January for Fall; early June for spring). The evaluations themselves will be kept at the District Office.

**Directions:**

1. Complete this form for each set of student evaluation of instructor Scantron forms submitted.
2. Check each set of Scantron forms for correct class code and date of evaluation.
3. Send Scantron forms along with this cover sheet, immediately following evaluation date, to:

**Sabrina Manrique**  
**Office of Sr. Vice Chancellor, Ed. Services -- District Office**