**San Jose∙Evergreen Community College District**

**CONTENTS PAGE FOR TENURE-TRACK FACULTY EVALUATION**

**Faculty Member's Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **College:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Hire:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Evaluation is for the period of**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Circle year of Tenure Process: 1 2 3 4**

**Tenure Review Committee Names (indicate Committee Chair with asterisk)**

**Immediate Administrator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administrative Faculty Appointment:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Member’s Peer Appointment:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentor (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documents to include in this evaluation packet:**

1. **Job Description**
2. **Administrator’s Evaluation of Faculty**
3. **At least one of the following Forms from each evaluator:**
* Observation Form for Classroom Faculty
* Observation form for Online Faculty
* Observation Form for Counseling Faculty
* Observation Form for Coordinator of Disabled Students Program Services
* Observation Form for Health Services Faculty
* Observation Form for Library Faculty
* Observation Form for Academic Skills Faculty
* Observation Form for Case Manager Faculty
* Observation Form for Distance Education Faculty Coordinator
1. **Self-Evaluation & Equity Reflection**
2. **Summary of Student Survey Forms** (*every semester*)

For each class, provide a numerical summary of the objective items on the Student Survey

Form as well as a typed copy of student comments.

1. **Growth and Development Plan**
2. **Improvement Plan** (if applicable)
3. **Summary Evaluation Report**
4. **Optional Written Response to Summary Evaluation Report** (if completed)