**San Jose∙Evergreen Community College District**

**SUMMARY EVALUATION FULL-TIME TEMPORARY AND TENURE-TRACK CONTRACT FACULTY WORKING UNDER AN INITIAL SPRING CONTRACT**

Faculty Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Hire:

Evaluation Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: Any rating of “Needs Improvement” or “Unsatisfactory” must be accompanied by all documentation that was used to arrive at such rating.**

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| Distinguished Performance – exceeds the requirements of the assignment. The evaluation shall include notations of exceptional performance. |
| Proficient Performance – meets the requirements of the assignment. The evaluation may include notations of exceptional performance. |
| Needs Improvement – does not fully meet the requirements of assignment. The evaluation shall include notations of areas to be improved. An Improvement Plan is required. |
| Does Not Meet the Requirements of Assignment- This rating indicates that the TRC does not reasonably expect the evaluatee to improve.The evaluation shall include specific areas of unsatisfactory performance. If this recommendation is made in any of the three evaluation criteria areas, in evaluation years one, two, or four, the recommendation shall be not to renew and to deny tenure. |

Reviewed recommendation(s) from previous evaluation(s), if applicable. Yes ( ) No ( )

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| Indicate recommendations in the following areas: |
| A. ***Professional Criteria***   |  | | --- | | Demonstrates currency and depth of knowledge in assigned area of responsibility. | | Demonstrates the ability to communicate subject matter clearly, correctly and effectively. | | Demonstrates an ability to adapt methodologies for students with special needs and different learning styles. | | Demonstrates the ability to teach students effectively. (Instructional Faculty) | | Uses methods and materials appropriate to the subject matter. | | Demonstrates evidence of appropriate preparation and organizational skills in area of assignment. | | Demonstrates a continuing commitment to professional development including but not limited to activities  such as: participation in professional conferences, workshops, seminars, membership in professional  organizations, research projects, publishing academic work, participation in statewide committees or  organizations, etc. | | Participates in faculty responsibilities as defined in Article 12.5 such as: course and curriculum  development, committees, research and special projects as needed in the discipline/department or district. | | Employs teaching, learning, and professional practices that demonstrate the ability to work with and serve individuals within a diverse campus environment. Includes multiple perspectives and equitable representation as appropriate to the subject/assignment/service area that reflect Diversity, Equity, Inclusion, Accessibility and Anti-Racism/Anti-Bias (DEIAA) principles. | | **Select one box below:**  ***□*** Distinguished Performance □Proficient Performance □Needs Improvement  □ Does not meet the requirements of assignment | |
| B. ***Collegial Criteria***   |  | | --- | | Works cooperatively within the college community with students, staff, faculty and administrators. | | Fosters a professionalworking environment. | | Demonstrates effectivecommunication skills. | | Demonstrates sensitivity to diversity, a respect for differences andthe dignity of others. | | **Select one box below:**  ***□*** Distinguished Performance □ Proficient Performance □ Needs Improvement  □ Does not meet the requirements of assignment | |
| C. ***Organizational Criteria***   |  | | --- | | Maintains and provides current course syllabi | | Attends and participates in department, division and college meetings, within the work week, but not in  conflict with the member’s primary assignment. | | Meets record keeping obligations on time, e.g. grades, census reports, rosters, textbook orders and  requisitions. | | Submits and maintains appropriate office hours. | | **Select one box below:**  ***□*** Distinguished Performance □ Proficient Performance □ Needs Improvement  □ Does not meet the requirements of assignment | |
| D. Demonstrated progress in Professional Growth and Development |

**Overall Recommendation of Committee**

**□** Distinguished Performance □ Proficient Performance □ Needs Improvement

□ Does not meet the requirements of assignment

Complied with self-evaluation & equity reflection component.

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| **Evaluation Committee:** | | | | | | |
| Committee Member: |  | | | | | |
|  | | Type/Print | | | Signature | Date |
| Immediate Administrator/Designee: | | |  | | | |
|  | | | Type/Print | Signature Date | | |

Faculty’s Comments: (A separate sheet may be used) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature: \_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **To Faculty: Evaluations are filed in the faculty’s personnel file maintained in the District Human Resources Office. When derogatory information appears in an evaluation, Section 6.4 of the Collective Bargaining Agreement provides that the information shall not be entered or filed in the faculty member’s personnel file until he/she is given written notice and an opportunity to review and comment thereon. Such review shall take place during normal business hours, and the employee shall be released from duty for this purpose without salary reduction. Please sign below acknowledging that you have the right to attach your response to derogatory statements within ten working days.**  Faculty’s Signature of Acknowledgement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |