**San Jose∙Evergreen Community College District**

## SUMMARY EVALUATION REPORT FOR TENURE-TRACK FACULTY

Faculty Member: Date of Hire:

Evaluation Period: \_\_\_Check if timelines have not been followed

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

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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.  |

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| For items below, see Article 20.6 |
| A. ***Professional Criteria***

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| 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 styles of learning and/or accessing information. |
| Demonstrates the ability to teach, counsel, advise, inform and/or assist students effectively as appropriate to their job description.  |
| Uses methods and materials appropriate to the subject matter being presented, researched, or discussed. |
| Demonstrates evidence of appropriate preparation and organizational skills in area of assignment. |
| Maintains and provides a current course syllabus as required by California Education Code (Instructional faculty) |
| Meets record keeping obligations on time, e.g., grades, census reports, rosters, textbook orders, and requisitions. |
| Submits and maintains appropriate office hours. |
| 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. |
| Meets all professional responsibilities. |
| **Select one box below:*****□*** Distinguished Performance □ Proficient Performance □ Needs Improvement □ Does not meet the requirements of assignment |

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| B. ***Collegial Criteria***

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| 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. |
| Fosters an environment that promotes equity and inclusion for students and employees. |
| **Select one box below:*****□*** Distinguished Performance □ Proficient Performance □ Needs Improvement □ Does not meet the requirements of assignment |

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| C. ***Organizational Criteria (For years 2, 3, and 4)***Demonstrates a continuing commitment to the betterment of the faculty member’s department and college through participation in responsibilities such as: course and curriculum development, committees, research and special projects as needed in the discipline/department ordistrict, and other activities as set forth in Article 12.5 (Faculty Professional Responsibility). |
| **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 |

**Committee’s Overall Recommendation:**

□ one-year contract renewal □ two-year contract renewal □ non-renewal □ recommendation for tenure

□ recommendation for early tenure □ denial of tenure

Committee’s comments:

If the committee recommends early tenure, it must provide an explanation of rationale:

[ ]  Complied with self-evaluation & equity reflection component.

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

Tenure-Track Faculty Member’s Comments (optional):

Tenure-Track Faculty Member’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

President’s Comments:

**President’s Review**: (Check one box for each criteria below)

***Professional Criteria***

***□*** Distinguished Performance □ Proficient Performance □ Needs Improvement □ Does not meet the requirements of assignment

***Collegial Criteria***

***□*** Distinguished Performance □ Proficient Performance □ Needs Improvement □ Does not meet the requirements of assignment

***Organizational Criteria (For years 2, 3, and 4)***

***□*** Distinguished Performance □ Proficient Performance □ Needs Improvement □ Does not meet the requirements of assignment

**President’s Overall Recommendation:**

□ one-year contract □ two-year contract □ non-renewal □ recommendation for tenure

 □ early tenure □ denial of tenure

President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

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| **FOR OFFICE USE ONLY**Received in the District Human Resources Office Received by (initials): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Revised 2023/2024 AY