**San Jose∙Evergreen Community College District**

**SUMMARY EVALUATION Associate FACULTY**

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.**

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

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| For items below, see Article 19.3 |
| 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. | | For instructional faculty, demonstrates ability to teach students effectively. | | Utilizes 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. | | Meets contractual obligations. | | Employs teaching, learning, and professional practices that demonstrate the ability to work with and serve individuals within a diverse campus environment. Includes multiple perspectives focused on Diversity, Equity, Inclusion, Accessibility and Anti-Racism/Anti-Bias (DEIAA) principles as appropriate to the subject/assignment/service area. (Self-evaluation) | |
| B. ***Collegial Criteria***   |  | | --- | | Works cooperatively within the college community with students, staff, faculty and administrators. | | Fosters a professionalworking environment. | | Demonstrates effectivecommunication skills. | | Demonstrates respect for differences and the dignity of others. | |
| C. ***Organizational Criteria*** |
| Maintains current course syllabi. |
| Meets record keeping obligations on time, e.g., grades, rosters, textbook orders and requisitions. |
| Maintains office hours in accordance with Article 9. |
| Submits documentation and reports in a timely manner. |

Committee’s Evaluation:

***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***

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

***Overall Recommendation of Committee***

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

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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 proficient performance. |
| Needs Improvement – does not fully meet the requirements of assignment. The evaluation shall include notations of areas to be improved. If this recommendation is made for an associate faculty members with SRP, an Improvement Plan is required. |
| Does Not Meet the Requirements of Assignment- This rating indicates that the Evaluator does not reasonably expect the evaluatee to improve. The evaluation shall include notations of unsatisfactory performance. If this recommendation is made for an associate faculty members with SRP, an Improvement Plan is required. |

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| **\_\_\_\_Granted SRP at EVC or SJCC (circle one) on this date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_Seeking SRP at EVC or SJCC (circle one) ; currently in 1st 2nd 3rd semester**  **\_\_\_\_No SRP** |

Complied with self-evaluation component.

#### Signatures

Peer Evaluator:

type/print name signature date

Immediate Administrator/Designee:

type/print name signature date

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| **To Associate Faculty: Evaluations are filed in the Associate faculty’s personnel file maintained in the Office of Academic Support/Services. 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.**  Associate Faculty’s Signature of Acknowledgement:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

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