**San Jose∙Evergreen Community College District**

## SUMMARY EVALUATION REPORT FOR GRANT-FUNDED

## NON-TENURED CATEGORICAL 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 21.6 |
| 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 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. |
| Maintains and provides a current course syllabus as required by California Education Code (Instructional faculty) |
| 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. (Self-evaluation) |
| **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. |
| **Select one box below:*****□*** Distinguished Performance □ Proficient Performance □ Needs Improvement □ Does not meet the requirements of assignment |

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| C. ***Organizational Criteria***

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| 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 |

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| 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 Member’s Comments (optional):

Faculty Member’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President’s Comments:

**President’s Recommendation**: (Check one recommendation below)

**\_\_\_\_ 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 requirement of assignment. The evaluation shall include notations of areas to be improved. An Improvement Plan is required as per section 21.8.

**\_\_\_\_ Does Not Meet the Requirements of Assignment** –The evaluation shall include specific areas of unsatisfactory performance. If this recommendation is made an Improvement Plan is required as per section 21.8.

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

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