

Index of Evidence for Recommendation 7: Incorporate SLOs into Faculty Evaluation

Evidence 7.1: ALG Evaluation Form email	2
Evidence 7.2: ALG Evaluation Form	3
Evidence 7.3: SCFA Minutes July 29, 2013	7
Evidence 7.4: SCFA Minutes August 20, 2013	9
Evidence 7.5: SCFA Minutes September 17, 2013.....	11
Evidence 7.6: SCFA October 1, 2013 Agenda.....	14
Evidence 7.7: TA and amended SCFA Contract language	15

From: Peter Cammish
To: [ALG](#)
Subject: ALG Evaluation Form - last call for comments
Date: Tuesday, April 16, 2013 5:09:00 PM
Attachments: [Manager Evaluation v3.docx](#)

evening all

Attached is the revised ALG Evaluation Form. Thank you to Kimo and Immaculate who helped in the development.

If anyone has any final amendments to the form or its contents please let me know before 5PM on Tuesday 23rd April.

If I do not hear anything I will assume all is OK and send to SGC and ultimately the Board of Trustees for approval.

Many thanks ... Peter

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ALG Evaluation

Employee		Job Title	
Evaluated by		Evaluation Date	

Instructions:

Effective evaluation of job performance is an on-going process. Annually each manager or supervisor provides a summary of progress toward meeting job expectations and last year's goals. This form is to be used for annual evaluations, and at other times during the year when formal feedback is needed.

Part I – Goals from last year or last evaluation period

Rate the progress made on each of the goals established at the beginning of the period. Also include any new goals established during the evaluation period and note any modifications to the original goals.

Part II – Job Success Factors

These include key responsibilities and basic competencies related to the job as well as those agreed by ALG. Rate each factor based on performance during the period identified above. Also include in this section an overall rating for the employee

Part III – Goals for this coming year or evaluation period

Enter the performance goals for the next period to be evaluated. Individual goals and objectives should align with those of the department and the campus.

Part IV – Professional Development Plan

Enter any actions that will be taken by the employee or manager/supervisor to support the goals indicated in Part III above, or specific job success factors in Part II. The plan may include career growth, job mastery, or actions to correct performance.

Part V – Final Comments

Both the employee and the supervisor can add final comments related to performance and/or the evaluation process.

Rating Scale:

Score	Meaning	Description
5	<i>Exceptional</i>	<i>Performance far exceeded expectations due to exceptionally high quality of work performed in all essential areas of responsibility, resulting in an overall quality of work that was superior; and either 1) included the completion of a major goal or project, or 2) made an exceptional or unique contribution in support of unit, department, or District objectives. This rating is achievable by any employee though given infrequently.</i>
4	<i>Exceeds expectations</i>	<i>Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent. Annual goals were met.</i>
3	<i>Meets expectations</i>	<i>Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. The most critical annual goals were met.</i>
2	<i>Improvement needed</i>	<i>Performance did not consistently meet expectations – performance failed to meet expectations in one or more essential areas of responsibility, and/or one or more of the most critical goals were not met. A professional development plan to improve performance must be outlined in Section 4, including timelines, and monitored to measure progress.</i>
1	<i>Unsatisfactory</i>	<i>Performance was consistently below expectations in most essential areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. In Section 4, a plan to correct performance, including timelines, must be outlined and monitored to measure progress.</i>

Part I – Goals from last year or last evaluation period

Goal	Rating (1-5)	Comments

Part II – Job Success Factors

Rate how well the employee performs key responsibilities as articulated by ALG consensus and in the employee job description. Include employee success factors by reference to an attached copy of the job description, or paraphrase from the job description.

ALG Success Factors

Key Responsibilities	Rating (1-5)	Comments
SAO Development and Assessment		
Plan development and implementation		

Employee Success Factors

Key Responsibilities	Rating (1-5)	Comments

Considering ratings against goals and job success factors please provide an overall rating

Overall Rating(1-5)	<input type="text"/>
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Part III – Goals for this coming year or evaluation period

Progress toward meeting these goals will be reviewed at the time of the next evaluation.

<i>Goal</i>	<i>Measure of Success</i>

Part IV – Professional Development Plan

Part V - Final Comments

Employee

Supervisor

Signatures

Employee *Date*
My signature confirms that this evaluation has been discussed with me and I have received a copy of this evaluation. My signature does not necessarily indicate agreement with the evaluation.

Manager/Supervisor *Date*

The employee being evaluated is to receive a copy of the completed evaluation form and the signed original shall be placed in the personnel file.

Draft Agenda
 Special Meeting Monday, July 29, 2013, 2 p.m.
 Solano Community College Faculty Association
EXECUTIVE BOARD MEETING
 Library 103

President Jim DeKloe
 Vice President Erin Farmer
 Treasurer
 Secretary Open
 Humanities Sharyn Stever

Business Open
 Counseling and Library Ruth Fuller
 Fine & App. Arts Marc Lancet
 Health Occ. Open
 Adjunct Faculty Dave Pyle

Math/Science Maria Santiago
 P.E./Athletics Esther Pryor
 Career Tech. Karen Cook
 Adjunct Faculty Open
 Adjunct Faculty Open

- I. Call to Order 2:00 PM
 Attending: DeKloe, Stever, Fuller, Pyle, Santiago, Cook,
 Guest: Rotenberg

- II. Approval of Agenda- approved

- III. Minutes: 3/19, 3/26, 4/9, 4/16, 4/26 (tabled until next meeting)

- IV. New Business
 1. Certify Election: motion by (Cook, Santiago, msp).
 2. Certify past actions of Exec Board 3/19-7/29 (tabled until next meeting).
 3. Scheduling new election: open seats Treasurer, Secretary, two adjuncts, Business-concern that these titles are no longer representative, but we do need to get to work. Motion to schedule a new election for empty seats (Pyle, Cook msp).
 4. Planning for Flex Cal Dinner.
 Cancel Flex Dinner. Propose to Laguerre to give noon slot. \$2000. Motion to approve \$2000 budget if need for lunch (Fuller/Cook) Motion to find the adjunct forum up to \$500 (Pyle, Stever msp).

- V. Old Business
 1. Negotiation items: Closed session 2:20. Resume: 4:30
 2. A timetable for rewriting Bylaws - left over from last year. Tabling until October Negotiations and Accreditation first.
 3. Class Cancellation procedures - are they being followed?
 Jim will talk to LaGuerre and Diane and ask for an explanation of educational considerations taken into account with these cancellations. Faculty reporting low morale and trust broken, actions believed to be under-handed program discontinuance. Some faculty are going under-load.
 4. Leave of Absence procedures: Motion that we should grieve the leave of absence procedures (Fuller/Santiago msp).

- VI. Committee Reports
 - A. Shared Governance : CSEA positions being considered. FABPAC and Shared Governance becoming one committee.

B. Grievance- Lisi report. Closed session 5:05. Resume 5:25.

C. Treasurer's Report-none

D. Faculty Representative Reports- none

VII. Adjournment 5:27

Minutes
Tuesday, August 20, 2013, 2 p.m.
Solano Community College Faculty Association
EXECUTIVE BOARD MEETING
Room 1876

President Jim DeKloe
Vice President Erin Farmer
Treasurer Open
Secretary Open
Humanities Sharyn Stever

Business Open
Counseling and Library Ruth Fuller
Fine & App. Arts Marc Lancet
Health Occ. Open
Adjunct Faculty Dave Pyle

Math/Science Maria Santiago
P.E./Athletics Open
Career Tech. Karen Cook
Adjunct Faculty Open
Adjunct Faculty Open

All present.

- I. Call to Order 2:25 PM
- II. Approval of Agenda
- III. Minutes: 3/19, 3/26, 4/9, 4/16, 4/26- (Santiago/Pyle m.s.p) (Abstentions new members).
- IV. Old Business
 - 1. Negotiations- closed session 2:35-3:50
 - a. SLOs in evaluation - this is an item related to accreditation
 - b. Other Items
 - c. Timetable
 - 2. Election Timetable: discussion and review of elections run by CTA.
- V. New Business-
Job description for 20% instructional development for DE. Motions Pyle and Stever msp
Problems with language related to duration need to be fixed. (Friendly motion by Pyle that it be clarified to 2015. Second Stever. Msp. Cook abstain.)

Sabbatical committee- looking for members. Jim will send.

Ruth sending to Calendar invite. Meetings in room 1877
- VI. Adjourning (Farmer/Santiago 4:10)

Did not do anything below- Tabled

- VII. Committee Reports
 - A. Shared Governance
 - B. Grievance

C. Treasurer's Report

1. Need for additional names on the checking account and investment accounts
2. Report
 - a. Checking account balance
 - a. Balance \$ 25,144.26
 - b. Deposits
 - c. Withdrawals
 - i. Napa Solano Central Labor Council 114.50 per month
 - ii. Faculty Forums

D. Faculty Representative Reports

Announcements- Under Cervisi- adjuncts can apply for unemployment if they have no work are or underload.

SCFA MINUTES FOR September 17, 2013

Those present—Jim DeKloe, Erin Farmer, Sharyn Stever, Marc Lancet, Dave Pyle, Maria Santiago, Karen Cook, Pam Muich, Tracy Field

- I. The meeting was called to order by President Jim DeKloe at 2:10 p.m.
- II. **Approval of Agenda:** Motion to approve—Maria Santiago, second Erin Farmer MSP
- III. **Minutes:** Motion to approve minutes from 7/29, 8/13 & 8/20. Discussion ensued—Jim delegates Maria to message Ruth to change minutes format to delete former executive board members. Motion to approve as amended: Maria Santiago, second Dave Pyle Adopted as amended. MSP
- IV. **New business**
 1. **Release Time:** District Bill for Past Release Time: President DeKloe received from the District a bill of \$120,987.46 for release time of SCFA Exec Board members.(2011-12, 2012-13). Discussion ensued and the group concluded that in reality we owe (80%--President, Secretary, Grievance, & Negotiation 20% each) approximately \$7500.00 per academic year. Motion by Marc lancet to ask President DeKloe to have a conversation with Hai Yen Scoccia in the District Payroll office to discern the exact figure we owe the district. Second by Karen Cook MSP.
 2. **Calendar:** President DeKloe presented the academic calendar for 2013-14 (not sure here asking for clarification) saying that the Calendar committee had approved but that they still need to have our union sanction it. Discussion ensued about how there was some discussion about changing the calendar years to an earlier date because of the local high schools' calendars and the bid for more Solano summer school enrolment. Motion to approve the calendar as set: Maria Santiago seconded , Karen Cook. MSP
 3. **Communications with members/** 4. **Newsletter:** Discussion ensued about the importance of communicating with the member ship which concluded with Maria agreeing to work out a template for an SCFA Newsletter for Fri 9/20 and to get this printed and out to the membership as close to 9/20 as possible. Motion to approve the activity: Jim DeKloe, second Sharyn Stever MSP.
 5. **Grievance:** a. Grievance chair and grievance process will be discussed in the Newsletter by President Jim DeKloe as a point of information. The Bylaws Article VIII were discussed as points of information for Exec. Board. And for the newsletter. President DeKloe will write a newsletter section related grievance. b. Discussion of a Level I grievance concerning a violation of the contract about evaluation procedures which is now a Level II. District's time frame has elapsed. Motion to move this grievance to Level III—binding Arbitration: Maria Santiago, Second Dave Pyle. MSP.

Grievance continued: **c.** A Level II of 8/29 now a Level III grievance : SCFA evidence proved the grievant's point. Grievance is now moving toward a resolution.

6. Elections: Open Positions for Representatives : Business/Computer Science, Fine & Applied Arts, Health Occupations, Math & Science, Trade & Tech (Career Tech). Open Positions for Grievance Representatives: Humanities/SLA, Business/Computer Science, Counseling/Library, Fine & Applied Arts, Behavioral Sciences, Health Occupations, Math & Science, Trade & Tech (Career Tech), Physical Ed. & Athletics. Positions open for SCFA Executive Board: Secretary and Treasurer. Motion to direct President DeKloe to call for nominations and contact Will Martinelli to contact the membership: Sharyn Stever, second Erin Farmer MSP.

7. Adjunct Rehire Rights: a. Discussion ensued when Dave Pyle presented the latest/revised conceptual language concerning this topic. Motion for a vote but discussion continued; call for questions, further discussion. Motion for vote by Dave Pyle for a vote, but then call for more discussion requested & ensued. During the discussion many opposed approval at this particular meeting; one abstained from comment. Members felt uncomfortable about not having enough time to consider this new language; Marc Lancet motioned that we study this new conceptual language as it was just presented at this meeting & discuss at our next meeting (10/2/13). Second Erin Farmer MSP. **b.** Office Hours for Adjuncts—see Negotiations Report

8. Rewrite/ Update Bylaws, 9. Faculty Morale, 12. Other Concerns: Tabled
10. Statewide CTA: visit Reported by President DeKloe—two dates to choose from October 22 or October 28, 2013. Discussion—preference of Exec Board October 29, 2013. Motion to agree on October 29, 2013 President DeKloe, Second Sharyn Stever

V. Old Business:

1. Negotiations Report: President DeKloe announced current negotiations items: Next Negotiation meeting with the District scheduled for Friday, September 20, 2013. Adjunct Rehire & Number of Paid Office hours, Salary for Adjunct and Full-time, SLO in Evaluations language, Class Cancellation Language.

VI. Committee Reports:

1. Shared governance—Tabled; Grievance-see New Business #5; Treasurer's Report—new Business #1.

VII. Adjournment: Motion to adjourn at 4:15 p.m. Marc Lancet, Second Karen Cook

SCFA EMERGENCY EXECUTIVE BOARD MEETING
Thursday, August 29, 2013

Those present: Jim DeKloe, Maria Santiago, Erin Farmer, Sharyn Stever, Marc Lancet and Karen Cook

Old Business: Closed session regarding a Level II Grievance. Motion to agree to move forward to a Level III before Friday, August 30. Motion Marc Lancet, Second by Erin Farmer. More discussion ensued as to notification of the District; President DeKloe will notify SP Le Guerre by formal letter that Exec. Board has agreed to move the now Level III Grievance forward.—Motion Maria Santiago, Second Sharyn Stever Unanimous MSP.

Announcements: Next regular meeting will take place on Tuesday, September 17, 2013

Adjournment: Motion to adjourn at 2:25 p.m.—Maria Santiago, Second Erin Farmer

Draft Agenda
Tuesday, October 1, 2013, 2 p.m.
Solano Community College Faculty Association
EXECUTIVE BOARD MEETING
Room 1879

President Jim DeKloe
Vice President Erin Farmer
Treasurer Open
Secretary Open
Humanities Sharyn Stever

Business Open
Counseling and Library Ruth Fuller
Fine & App. Arts Marc Lancet
Health Occ. Open
Adjunct Faculty Dave Pyle

Math/Science Maria Santiago
P.E./Athletics Open
Career Tech. Karen Cook
Adjunct Faculty Open
Adjunct Faculty Open

- I. Call to Order 2:00 PM
- II. Approval of Agenda
- III. Minutes: 8/22/2013; 8/29/2013
- IV. Old Business
 - 1. District Bill for Past Release Time - \$ 120,987.46
 - 2. Communication with Members – newsletter accomplished
 - 3. Elections update – nominations close on Friday
 - 4. Statewide CTA visit – October 22, or October 29, 2013
 - 5. CTA Leadership Conference
 - 6. Other concerns
- V. New Business
 - 1. New DFR complaint filed with PERB by Adjunct Faculty member Dave Pyle
- VI. Closed Session: Negotiations
 - a. SLOs in evaluation - this is an item related to accreditation
 - b. Faculty position
 - c. Other Items
 - d. Timetable for Negotiations
- VII. Committee Reports
 - A. Shared Governance
 - B. Grievance
 - C. Treasurer's Report
 - D. Faculty Representative Reports
- VIII. Adjournment

Tentative Agreement between Solano Community College District

And

Solano College Faculty Association

The Solano Community College District and the Solano College Faculty Association (“parties”) tentatively agree to amend the Collective Bargaining Contract (Agreement) as follows:

- 1) Adjunct rehire rights as attached will be added to the Agreement under 19.303.
- 2) The District agrees to mutually sunshine Article 20 for purposes of increasing faculty compensation at the Oct. 20, 2013 Board of Trustees meeting to be accepted at the November 20, 2013 meeting with a commitment to commence negotiating a salary increase for the upcoming academic year (2014/15).
- 3) Class Cancellation language shall be amended in the Agreement as per attached 19.501.
- 4) The District academic administrators will return to following past practice and current Agreement language in 19.7E, F, and G.
- 5) Language regarding the Student Learning Outcomes (SLO) assessment cycle will be added to faculty evaluation forms in Appendix I as per attached example.
- 6) Replace Articles 19.105-106 with attached 19.702 A, B, and C modified from District proposal 10/04/2013. Article 19.702A and B will go into effect as of Fall 2013, Article 19.702C will be in effect for the Spring 2014 semester with the understanding that Article 19 remains open for further negotiations this Academic Year.

Dated: _____

Signed: _____

**Sandra Rotenberg
Chief Negotiator, SCFA**

Dated: _____

Signed: _____

**Yulian Ligioso
Vice President, Finance &
Administration,
Solano Community College District**

Part-time Faculty Rehire Rights

19.300 Regular Faculty:

None of the following shall preclude the District's adherence to Education Code section 87484.

...

19.303 Adjunct Faculty- It shall be the policy of the Solano Community College District to recognize the paramount role that adjunct faculty have in the quality of education at the college. While the District will choose the best faculty member available for each position, every effort shall be made by the district to provide for priority consideration for adjunct faculty currently employed by the district when making assignments of part-time work and in filling new full-time positions. This does not preclude the District's mission to provide a diverse teaching staff for the students and community.

- A. The district shall maintain a "priority consideration list" of all adjunct faculty who have taught for four of the last six semesters with satisfactory service as determined by meeting most of the following criteria:
1. Faculty Subject matter expertise
 2. Previous and current evaluations
 3. Skills related to courses offered in a specific department
 4. Adherence to District policies and procedures
 5. Adjunct Assignment preference forms
 6. Timely completion of SLO/SAO assessments as assigned.

The Human Resources office will maintain a current discipline-specific seniority list* of adjunct faculty based on total time taught or equivalent in a non-teaching assignment. Seniority begins with the date the individual was hired. Each School will be provided an updated list each year. The Association and the District agree to work together to create a list template with all of the necessary components.

- B. Adjunct faculty with satisfactory service shall have first right of refusal to continuing assignments they have successfully performed. (In the event that two or more part-time faculty have equal standing on the list and fewer sections of classes are required in any given semester the faculty member with the greatest district wide seniority shall be granted the position.)
- C. For currently employed adjunct faculty who may not have taught for the requisite minimum of four semesters (required for the first right of refusal), the District gives these adjunct faculty priority in assignments before new hires.
- D. Adjunct faculty shall have the right to reject an assignment in two consecutive semesters only. Rejection of a third assignment shall cause the faculty member's removal from the priority consideration list.

Exceptions to "D" above:

- The adjunct faculty member has accepted a class at another College that is in conflict with an offered Solano assignment.
 - The adjunct faculty member is on leave that is comparable to those defined in the Family Medical Leave Act (FMLA) such as: birth, adoption or placement of a foster child; to care for a seriously ill family member or domestic partner; or medical leave for the serious illness of the faculty member.
- E. For those adjuncts on the "priority consideration list," the District should strive to provide assignments of at least 2 classes or the load equivalent for non-instructional assignments, but in any event at least a minimum of 1 class or the load equivalent for non-instructional assignments contingent upon availability.
- F. Adjunct faculty may not be re-employed by the District if two of three evaluations contain a majority of criteria, or summary evaluation (based upon classroom observation, student evaluation, and supervisor's summary) that is deemed "needs improvement" or "unsatisfactory," or if investigation of students complaint(s) substantiates performance problems.
- G. Assignment of all adjuncts will adhere to all District EEO procedures.

* the District and the Association agree to revisit the seniority list after 2015 to see if it is possible/desirable to create a seniority list that includes Part-time faculty FSAs.

Proposed language on Class Cancellation

19.5 Class Cancellation:

- 19.501 Classes which reach or exceed a minimum enrollment of 14 students or 60% of the class maximums, whichever is higher, will not be canceled unless actual attendance drops below that number and remains below through the second meeting, whichever occurs later. The decision to cancel a class before the first class meeting will be made by the Dean after consultation with the Faculty Coordinator of the School in which the class is being cancelled and with a faculty member in that discipline to ensure that managers consider programmatic and educational factors in all cancellation decisions. These factors include but are not limited to: requirements for major or program completion, transfer/vocational courses, new course offerings, program maintenance and development, classrooms which hold fewer than the allowable maximum, and the number of sections offered. (Revised 5/20/09)
- 19.502 Courses which are not canceled by the first week of classes or the second meeting, whichever occurs later, shall remain open throughout the duration of the semester. (Revised 5/20/09)



NAME: _____ DATE: _____
 INSTRUCTIONAL PROGRAM OR DISCIPLINE: _____
 EVALUATING ADMINISTRATOR(S): _____

Rating Scale:

- N/A DOES NOT APPLY to this employee at this time, and/or there has been insufficient opportunity to observe and/or reasonably assess performance in this area.
- (1) Doing LESS and/or quality is LESS THAN EXPECTED (quality/quantity).
 (2) Doing WHAT IS EXPECTED in this position (quality/quantity).
 (3) Doing MORE and/or BETTER THAN IS EXPECTED (quality/quantity).

The evaluator shall explain any rating of (1) under the comment section.

TEACHING AND INSTRUCTION EFFECTIVENESS
 (Based on evaluator observations and student evaluations)

	RATING
	(1) (2) (3) (N/A)
Evaluator Observations	
1. Plans for and is well prepared to teach.	□ □ □ □
2. Provides organized and effective delivery of instruction.	□ □ □ □
3. Courteous to and approachable by students.	□ □ □ □
4. Demonstrates sensitivity to students from diverse backgrounds.	□ □ □ □
5. Able to relate with students and command their respect.	□ □ □ □
6. Stimulates student participation.	□ □ □ □
7. Instruction is consistent with the stated and approved goals and content of the course.	□ □ □ □
8. Shows enthusiasm for the subject matter.	□ □ □ □
9. Uses effective motivation to create student desire to learn the subject/skill(s).	□ □ □ □
10. Makes effective use of teaching aids and materials.	□ □ □ □
11. Prepares complete course information sheet.	□ □ □ □
12. The syllabus describes course content, objectives, SLOs, and grading policies.	□ □ □ □
13. Updates course contents, methods and materials of instruction as necessary.	□ □ □ □
14. Coordinates course contents and methods with established outlines.	□ □ □ □
15. Meets and assists students during office hours (for regular faculty and adjunct faculty if they provide office hours).	□ □ □ □
Student Evaluations	
1. Plans for and is well prepared to teach.	□ □ □ □
2. Courteous to and approachable by students.	□ □ □ □
3. Demonstrates sensitivity to students from diverse backgrounds.	□ □ □ □
4. Uses standards of student evaluation that are clear, fair and followed consistently throughout the course.	□ □ □ □
5. Requires and evaluates levels of student effort sufficient to determine the mastery of the subject or skills in the course.	□ □ □ □

		RATING			
		(1)	(2)	(3)	(N/A)
6.	Grades and returns student assignments and tests in a reasonable period of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Meets and assists students during office hours (for regular faculty and adjunct faculty if they provide office hours).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Teaching and Instruction Effectiveness		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(An average rating of 1.5 = an average overall rating of 2; 2.5 = 3)					

AREA/DEPARTMENTAL RESPONSIBILITIES AND COLLEGE-WIDE SERVICE

1.	Is knowledgeable about and abides by College, Area and Departmental policies, procedures and timelines/targets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Orders instructional materials, equipment and textbooks, etc., in a timely fashion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Works cooperatively with and assists other staff members (especially new faculty).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Provides information for the development of departmental budgets and monitors expenditures as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Exercises good judgment in the management and use of facilities, equipment and supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Attends division meetings and in-services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Develops Student Learning Outcomes or Service Area Outcomes as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Assesses Student Learning Outcomes or Service Area Outcomes as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Produces written reports on SLO or SAO assessment results as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Initiates and/or participates in overall department-wide program development, maintenance, evaluation/assessment, revision, updating and/or expansion of programs. Examples: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Participates in Area and Departmental duties and responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Area and Departmental Responsibilities Overall Rating
 (An average rating of 1.5 = an average overall rating of 2; 2.5 = 3)

College-wide Service (optional-based on self-evaluation)

		RATING		
		(Yes)	(No)	(N/A)
12.	Demonstrates a pattern of service on College committees, projects and/or student organizations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Participates in faculty/college governance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Participates in flexible calendar duty days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONAL DEVELOPMENT AND COMMUNITY SERVICE
 (Optional. See attached Self-Evaluation.)

1. Demonstrates a pattern of academic/professional and/or technical updating or currency.
2. Contributes to the local communities.

COMMENTS OR NARRATIVE BY EVALUATOR
(Classroom visitation and comments)
(Attach additional sheets if needed)

Classroom visitation(s): Date(s) _____ Time observed: _____

Specific class visited:

Comments: (Optional)

Other comments and/or recommendations for needs improvement: (Address **any** "1" Ratings)

RECOMMENDATION

Check one of the choices below.

1. Not recommended for continued employment.
2. Continued employment is questionable and is contingent upon correction of noted inadequacies.
 - ◆ **Any rating lower than (2) in the overall categories must include recommendations for needs improvement (include or attach to evaluation).**
3. Recommended for continued employment.
 - ◆ **Any rating lower than (2) in the overall categories must include recommendations for needs improvement in the evaluation (include or attach to evaluation) and a subsequent evaluation.**
 - ◆ **Any (1) ratings must be addressed in the evaluation.**

COMMENTS BY FACULTY MEMBER

(Attach additional sheets if needed)

NOTE: Attach a copy of student evaluation summary.

DATE: _____ SIGNATURE OF EMPLOYEE _____

DATE: _____ SIGNATURE OF ADMINISTRATOR _____

The above signature of the faculty member indicates that the faculty member has been given a copy of this evaluation and the opportunity to review it. It does not necessarily denote agreement with all factors of the evaluation.

19.702 Adjunct Faculty:

- A. The professional workload for an adjunct faculty member shall be the actual instructional hours required for courses(s) assigned.
- B. No office or campus professional activities are required. However, adjunct faculty may work on the SLO/SAO assessment cycle and/or program review and be compensated for a maximum of 7 hours of Category 3 pay per semester for SLO/SAO work, with an additional 3 hours of Category 3 pay possible during Program Review.
- C. Optional office hours for adjunct faculty: Adjunct faculty may elect to hold paid office hours. Office hours must be requested, in writing, by the faculty within two weeks of the assignment prior to the start of the class(es) to include proposed time and prearranged location. Exceptions will be made for late hires. The office hours scheduled is subject to approval of the division Dean. Office hours for adjunct faculty shall be provided as follows:
 - 1. Faculty teaching a 60% to 67% workload are eligible to receive up to fourteen (14) paid office hours during the semester.
 - 2. Faculty teaching a 40% to 59% workload are eligible to receive up to ten (10) paid office hours during the semester.
 - 3. Faculty teaching 20% to 39% workload are eligible to receive up to six (6) paid office hours during the semester. (Adopted 5/16/12)
 - 4. Office hours are paid at the Category 3 rate of pay. (Adopted 5/16/12)