

Final Report: Associate Faculty Evaluation

See Instructions to Evaluation Team at the bottom of this form.

Evaluee (Print) _____

Department: _____

Type of Evaluation (check one below):

- Adjunct Probationary Evaluation
- Adjunct Continuing Evaluation
- Follow-up Evaluation
- Out-of-cycle Evaluation

Observation Reports (check all that apply):

- Department Peer (required)
- Department Chair (optional)
- Supervising Administrator (optional)

Minority Report(s)? YES NO

1. Student-Related Duties: A synthesis of the conclusions of all team members. If there is no consensus, the majority opinion prevails. If there is no majority, each observer will submit a *Minority Report* and the appropriate Vice President will determine the final rating.

- ____ Satisfactory. Meets or exceeds expectations of all required job duties in this category.
- ____ Satisfactory, with minor improvement needed. Meets expectations for all required job duties in this category with minor exceptions. **A follow up evaluation is not required.** However, a brief narrative will specify how improvement will be demonstrated.
- ____ Needs Improvement. Fails to meet expectations in one or more job duties in this category. Specific areas(s) needing improvement must be identified. A follow-up evaluation is required.
- ____ Unsatisfactory. Serious, documented failure in the performance of Student Contact or Other Required Duties specified in Article 17: Job Descriptions. Such serious, documented failure may include repeated disregard for one or more required Student Contact or Other Required Duties, per Article 17, or dissemination of ideas or information that, to reasonable academic peers, is contrary to the standards of relevant academic and professional disciplines and cannot be defended by referencing academic freedom. Also given for inability or unwillingness to implement the improvement plan in order to remedy the weak performance described in the evaluation immediately preceding the current, follow-up evaluation. An "Unsatisfactory" rating in Student Contact or Other Required Duties constitutes termination in the department.

2. Other Required Duties (Article 17)

A. Per Article 17:

- Posts and maintains office sessions.
- Uses and maintains a District email account in order to receive official communication from the District about terms and conditions of employment.
- Notifies the appropriate supervising administrator of absences.
- Submits census rosters, grades, Flex documentation, and any assigned evaluations according to contractual or District published deadlines.
- Adheres to District policies and procedures, the California State Education Code, and state and federal laws with special regard to education matters.
(see rating on page 2)

B. Rating of Other Required Duties. The department chair and the supervising administrator will assign a rating in this category based on the overall job performance. If they disagree, the team will assign the rating by consensus or vote.

- Satisfactory. Meets or exceeds expectations for all required job duties in this category.
- Satisfactory, with minor improvement needed. Meets expectations for all required job duties in this category with minor exceptions. **A follow up evaluation is not required.** However, a brief narrative will specify how improvement will be demonstrated.
- Needs Improvement. Fails to meet expectations in one or more job duties in this category. Specific area(s) needing improvement must be identified. A follow-up evaluation is required.
- Unsatisfactory. Serious, documented failure in the performance of Student Contact or Other Required Duties specified in Article 17: Job Descriptions. Such serious, documented failure may include repeated disregard for one or more required Student Contact or Other Required Duties, per Article 17, or dissemination of ideas or information that, to reasonable academic peers, is contrary to the standards of relevant academic and professional disciplines and cannot be defended by referencing academic freedom. Also given for inability or unwillingness to implement the improvement plan in order to remedy the weak performance described in the evaluation immediately preceding the current, follow-up evaluation. An "Unsatisfactory" rating in Student Contact or Other Required Duties constitutes termination in the department.

3. Narrative for Final Report

A. For "Unsatisfactory" ratings:

If an "Unsatisfactory" rating is given in the Student Contact or Other Required Duties category, the team will identify a member to write the narrative for the *Final Report*. The narrative must document the failure(s), as required by the "Unsatisfactory" criteria in §14B.12.B.4.

B. For "Needs Improvement" ratings:

- If a "Needs Improvement" rating is considered in student-related duties category, the team will confer, reach conclusions about recommended follow-up, and identify a member to write the narrative for the *Final Report*.
- The narrative will identify specific objectives with required activities/items for improvement. For example, activities to improve student contact may include, but are not limited to, instructional skills workshop, classroom assessment techniques training, peer consultation, course work, technology training, or in-service training.
- The narrative will also specify timelines for evaluating improvement and will include a semester or term for conducting a follow-up evaluation. If no semester or term is stated, the follow-up evaluation will occur the following semester.

C. For "Satisfactory with minor improvement needed" ratings:

If a "satisfactory with minor improvement needed" rating is given in either category, a brief narrative will be written that states the minor improvement needed and how that improvement will be demonstrated. Improvement is expected to occur the following semester unless another time frame is specified. A follow-up evaluation is not required.

Signatures. In signing below, each team member acknowledges that s/he participated on the evaluation team. If a team member does not support a rating in any category, s/he may choose to submit a *Minority Report*.

Department Peer Signature:	Date:
Print or Type Name:	
Department Chair Signature:	Date:
Print or Type Name:	
Supervising Administrator Signature:	Date:
Print or Type Name:	

Evallee Signature: In signing this report as the Evallee, you are only acknowledging having seen and discussed the report with one or more members of your evaluation team. Your signature below does not necessarily indicate agreement with any specific conclusions of this report. You may submit a written response to this report to the Supervising administrator within ten (10) working days from the date of your signature below. A copy of your response will be included in your Personnel File (California Education Code Section 87031).

Evallee Signature:	Date:
Print Name:	

Instructions to Evaluation Team:

1. The Department Chair maintains the documents for the evaluation file.
2. If the Evallee declines to sign any required document, note that and continue the process.
3. This form may be prepared electronically and shared among the evaluation team members by email.
4. In most cases, the department chair (DC) will hold the final conference with evallee and will print the *Final Report* and gather the chair & peer signatures. If the supervising administrator (SA) is to hold the final conference (in the event of a "needs improvement" or "unsatisfactory" rating in either category), the DC will sign the *Final Report* and obtain the peer evaluator's signature before forwarding the evaluation file to the SA.

Week 13: No later than the end of week 13 of the evaluation semester:

- All members of the team confer about the rating for student-related duties.
- The DC and SA confer and assign a rating for the other required duties category.
- In the event that the team cannot agree on a rating in a particular category, the majority opinion prevails. If all members of the team disagree on a rating, each will submit a *Minority Report*, and the appropriate vice-president will determine the final rating. Any team member may prepare a minority report, using the approved *Minority Report* form, and submit it to the supervising administrator on the team to be included in the evaluation file.
- The DC completes the *Final Report*, designating a rating for each category and circulates it for signature by the chair & peer. (See exception above at Item 4.)
- If a "needs improvement" rating is considered in the student-related category, all three members of the team will confer, reach conclusions about recommendations and follow up, and identify one member to write the narrative for the *Final Report*.
- A narrative is required when a "needs improvement" or "unsatisfactory" rating is given in either category. A brief narrative is required to describe follow-up for a "satisfactory, with minor improvement needed" rating.
- If there is no agreement on any of the final ratings, one or more members may write a *Minority Report*.

Week 14: By the end of week 14 if any team member writes a *Minority Report*, it is due no later than five (5) working days after ratings have been determined on the *Final Report*.

Week 16: Mandatory Deadline for final conference with evallee. The evallee will sign each *Observation Report*, the *Final Report* and any *Minority Reports*. The evallee has 10 working days to respond in writing to any of the documents, and the evallee's response will be included in the evaluation file.