

Full-Time Temporary/Grant Funded Faculty Evaluation 1st Meeting Form – Due F 9/6/2019

Evaluatee: _____ Date: _____

Division: _____ Discipline: _____

Status (circle/check): Year I Year II Year III Year IV Other _____

Check boxes to indicate task has been completed and fill in information as requested.

- Review Evaluation Process
- Sign the Confidentiality Form (*Evaluatee doesn't sign*)
- Schedule two Peer Reviews to be completed between Monday 9/8 and Friday 10/4. If a change in dates is needed, please indicate reason (i.e. shortened semester, late start, etc.).

Evaluator	Class/Location	Date/Time

- Identify one faculty member for the Evaluatee to do a Peer Observation between Monday 9/18 and Friday 11/1. Evaluatee can use the Peer Observation form on the senate evaluation website.

Faculty Member	Division

- Schedule Student Evaluations to be completed between Monday, 10/7 and Friday 10/25 or give reason for change of date (i.e. shortened semester, late start, etc.).
 - __ Teaching faculty: for at least two classes.
 - __ Librarian: 40 evaluations for on-going individual or groups student interactions
 - __ Counselors: 40 evaluations for on-going individual student interactions

Class/Location	Date/Time	# Students	Administered by

- Schedule 2nd Evaluation Meeting to be completed between Monday 11/4 and Friday 11/15.

Meeting Date	Time	Location

- Review all Syllabi using the syllabus checklist as a guide. Discuss and note any immediate changes needed or suggestions for the future, or indicate NONE.

- Discuss the Professional Responsibilities as recorded in the Appendices from the Contract Evaluation Process document. For *Year II – III* faculty, review objectives and strategies for growth developed previously in the evaluation process.

- Review New Faculty Learning Community (NFLC) (*Year I only*) and Teaching and Learning Center (TLC) training schedule. Discuss professional development activity needs and record any requested additional TLC trainings here (*if applicable*).

- Review dates and times of Academic Senate Meetings as well as Senate Committee Assignments (*Year II beyond only*) and location of Academic Senate Meeting Minutes.

- Review Administrative Evaluation Process

- Indicate any other areas of interest or concern of the Evaluatee or the Review Team. Discuss professional development activity needs and record any requested additional professional development activities/trainings on a training request (*if applicable*).

We, the undersigned, were all present and have completed the 1st Evaluation Meeting discussion as described in the evaluation process and recorded on this document.

Evaluatee/Date

Lead Coach/Date

Tenured Division Faculty/Date

Tenured Division Faculty/Date

<p>Deliver to the Academic Senate Office by 9/6:</p> <ul style="list-style-type: none"> - Meeting form - Confidentiality form <p>The Academic Senate Office will deliver Student Evaluation forms to the listed evaluation administrator(s)</p>	<p>Coach keeps copy of:</p> <ul style="list-style-type: none"> - Meeting Form <p>Evaluatee can keep copies of anything, by request.</p>
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