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2019–2022 FACULTY CONTRACT

H.1.a: PEER

Adjunct	Prob.	Regular	Dept. Chair
	x		

■ Peer Evaluation – Probationary Faculty ■

■ Mt. San Antonio College ■

To:

From:

Chair, Probationary Faculty Evaluation Team

Date:

Subject: Evaluation of Probationary Faculty Member

As we begin the process of evaluating _____ this year, I would like to ask for your help in assessing his/her contribution to our department and to the Mt. SAC community. Responses in any or all of the following categories are optional and confidential.

Please return this form either to me or to the Division Office by _____. Thanks for your help!

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

Rating: 1 2 3 4 5

- | | |
|--|--|
| A. Strives to increase expertise in both teaching matter and teaching techniques (and/or counseling techniques, as applicable). | <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> |
| B. Deals fairly and ethically with a diverse population of students. | <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> |
| C. Cultivates a supportive environment for students. | <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> |
| D. Deals fairly and ethically with a diverse population of colleagues. | <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> |
| E. Works collaboratively with colleagues in the creation of department goals, planning agenda, assessment activities, and curriculum development. | <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> |
| F. Demonstrates prompt/regular attendance at class meetings, adheres to scheduled dismissal times and keeps scheduled office hours. | <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> |
| G. Reasonably accessible to department through responses to colleagues | <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> |

Rating: 1 2 3 4 5

H. Demonstrates prompt/regular attendance at department meetings, department committee meetings, and college-wide meetings.

--	--	--	--	--

I. Involved reasonably in the total program of the college.

--	--	--	--	--

J. **Overall summary of faculty peer evaluation.**

--	--	--	--	--

K. Comments:

L. Signature
 Observer: _____ Date: _____

Distribution:
 Faculty Member – Summary
 Division Office
 Human Resources – Summary
 8/04; 7/05; 7/06, 7/08, 7/16

2019 - 2022 FACULTY CONTRACT

H.1.b: PEER - CHAIR

Adjunct	Prob.	Regular	Dept. Chair
			X

■ **Peer Evaluation – Department Chair** ■
 ■ **Mt. San Antonio College** ■

To:

From: _____, Division Dean

Date:

Subject: Evaluation of Department Chair

As we begin the process of evaluating _____ this year, I would like to ask for your help in assessing his/her contribution to our department and to the Mt. SAC community. Responses in any or all of the following categories are optional and confidential.

Please return this form to the Division Office no later than the eighth week of the spring semester. Thanks for your help!

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

	Rating:	1	2	3	4	5
A. Is responsive to department input.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Communicates effectively with faculty and staff.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Represents department requests at the Division level.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Adheres to department meeting start and end times.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Facilitates department meetings effectively.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Is available and receptive to faculty and staff.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Treats all department members equally and fairly.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Conveys information in a timely manner.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Meets campus deadlines.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Provides comprehensive reports on Division meetings.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Overall summary of department chair evaluation.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

L. Comments

M. Signature:

Observer: _____ Date: _____

Distribution:

Department chair - Summary

Division Office

Human Resources - Summary

7/06; 7/08; 7/14

2019 - 2022 FACULTY CONTRACT

H.2.a: STUDENT

Adjunct	Prob.	Regular	Dept. Chair
X	X	X	

■ Student Evaluation ■

■ Mt. San Antonio College ■

Professor:

Course Title:

Reference #:

Day/Date of Class:

Time of Class:

- Rating: **A** Strongly Agree
B Agree
C Disagree
D Strongly Disagree
E Not applicable/Insufficient data

This Professor:

Scantron Code: **A B C D E**

1. Presents subject matter clearly, thoroughly, and communicates ideas and concepts effectively. [][][][][]
2. Organizes class time effectively. [][][][][]
3. Creates a supportive learning environment. [][][][][]
4. Generates interest and student participation. [][][][][]
5. Gives clearly defined assignments. [][][][][]
6. Meets and dismisses classes as scheduled. [][][][][]
7. Invites questions, listens attentively, and answers with clarity. [][][][][]
8. Is available to students as per the syllabus. [][][][][]
9. Provides relevant information from sources other than the textbook, when appropriate. [][][][][]
10. Makes the syllabus available at the beginning of the course, with clear grading criteria included. [][][][][]
11. Treats a diverse population of students ethically, courteously, and fairly. [][][][][]
12. Returns exams and papers in a timely fashion. [][][][][]
13. Follows the course syllabus. [][][][][]
14. Overall, this professor is teaching the class well. [][][][][]

Answer the following questions on the back of your scantron.
(Please include specific examples and suggestions.)

- A.** What has the professor done especially well in teaching this course?
- B.** How might the professor improve this course?
- C.** Additional comments.

2019 - 2022 FACULTY CONTRACT

H.2.b: STUDENT - ESL

Adjunct	Prob.	Regular	Dept. Chair
X			

■ **Student Evaluation: English as a Second Language Classes** ■
 ■ **Mt. San Antonio College** ■

Instructor's Name: _____ Today's Date: _____

Class: _____

Day of the Week That Class Meets: _____ Class Time: _____

Please read each item carefully. Think about this class. Mark in the box that shows your thoughts.

	Always	Usually	Sometimes	Never
1. This instructor explains more than once, if asked.				
2. This instructor is available during office hours, as listed on syllabus.				
3. This instructor is organized.				
4. This instructor asks students to talk, not only to listen.				
5. This instructor has many activities for improving my English.				
6. This instructor starts and ends class on time.				
7. This instructor's lessons and directions are clear and easy to understand.				
8. This instructor tells students how they are doing.				
9. This instructor respects me and my culture.				
10. This instructor is fair and polite to all students.				

Class Activities

	Always	Usually	Sometimes	Never
11. In this class, I have good books and materials.				
12. In this class, my homework relates to the work done in class.				
13. In this class, I have a chance to work with other students.				
14. In this class, I can ask questions and get answers.				
15. In this class, it is clear what is required to pass the class.				

Please check yes or no for each question:

	Yes	No
16. Did you receive a syllabus when you started in class?		
17. Overall, this instructor is teaching the class well.		

Please write your comments below. Don't worry about spelling and grammar.

A. What does the instructor do well?

B. How can the instructor improve?

C. Additional Comments.

Distribution:

Faculty Member
Division Office
Human Resources

8/04; 7/05; 7/06; 7/08; 7/14, 7/16

2019 - 2022 FACULTY CONTRACT

H.2.c: STUDENT - LIB

Adjunct	Prob.	Regular	Dept. Chair
X	X	X	

■ **Student Evaluation – Reference Interview Librarian** ■
 ■ **Mt. San Antonio College** ■

Professor/Librarian: _____ Date: _____

Please evaluate the librarian in each of the following areas by checking the appropriate rating:

Rating: **A** Strongly Agree
 B Agree
 C Disagree
 D Strongly Disagree
 E Not applicable/Insufficient data

Rating:

	A	B	C	D	E
1. This librarian invites questions and answers them directly.					
2. This librarian presents subject matter clearly and thoroughly.					
3. This librarian creates a positive learning environment.					
4. This librarian generates interest and student participation.					
5. This librarian treats students courteously and fairly.					
6. This librarian makes an effort to help students succeed.					
7. My information needs were met.					
8. I would return to this librarian for assistance.					

In this part, please include specific examples and suggestions:

- A. What has this librarian done especially well in assisting you in research?

- B. How might this librarian improve the reference interview?

- C. Additional Comments.

Distribution:

Faculty Member - Summary
 Division Office
 Human Resources- Summary
 8/04; 8/05; 8/06; 7/08, 7/16

2019 - 2022 FACULTY CONTRACT

H.2.d: STUDENT - COUN

Adjunct	Prob.	Regular	Dept. Chair
X	X	X	

■ Student Evaluation – Counseling Session ■

■ Mt. San Antonio College ■

Professor: _____ Date: _____

Please evaluate the Counselor in each of the following areas by checking the appropriate rating:

- Rating: **A** Strongly Agree
B Agree
C Disagree
D Strongly Disagree
E Not applicable/Insufficient data

Rating: **A B C D E**

- | | | | | | | |
|---|---|--|--|--|--|--|
| 1. This counselor was on time for my appointment. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 2. This counselor seemed genuinely interested in my situation/concerns. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 3. This counselor presented options to assist me with my concerns. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 4. This counselor informed me about other campus services. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 5. This counselor's explanation of assessment results was clear. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 6. This counselor answered my questions. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 7. This counselor was professional (approachable, courteous, ethical & knowledgeable.) | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 8. This counselor communicated clearly and effectively. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 9. This counselor demonstrated sensitivity to my gender, disability, and multi-cultural concerns. (when applicable) | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 10. This counselor recommended and helped coordinate appropriate accommodations for me. (when applicable) | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 11. This counselor explained my disability and how my limitations impact me in school. (when applicable) | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 12. I would return to this counselor for assistance. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> | | | | | |
| | | | | | | |
| 13. This counselor provided me with helpful information to make educational and career plans. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> | | | | | |
| | | | | | | |

Please continue on the back side of this form for additional questions →

In this part, please include specific examples and suggestions:

A. What did this counselor do especially well in this counseling session?

B. How might this counselor improve future counseling sessions?

C. Additional Comments.

Distribution:

Faculty Member - Summary
Division Office
Human Resources- Summary
8/06; 7/08, 7/16

H.2.e: STUDENT – DL

Adjunct	Prob.	Regular	Dept. Chair
x	x	x	

■ **Student Evaluation of Distance Learning Faculty** ■
 ■ **Mt. San Antonio College** ■

Professor: _____

Course Title: _____ Reference #: _____

- Rating:**
- A** Strongly Agree
 - B** Agree
 - C** Disagree
 - D** Strongly Disagree
 - E** Not applicable/Insufficient data

This Professor

Scantron Code: **A B C D E**

- | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Provides students with sufficient preparation to perform online course activities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Provides easy access to online course content through the course website. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Presents subject matter clearly through the course website. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Organizes class activities effectively. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Creates a supportive learning environment. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Generates interest and student participation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Invites and encourages communications with students. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Responds to student communications within established guidelines in the syllabus. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Invites students to express their opinions related to course material. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Gives clearly defined assignments. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Gives feedback on exams and assignments within established guidelines in the syllabus. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Meets and dismisses on-campus classes as scheduled. (Hybrid class only) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Treats a diverse population of students ethically, courteously, and fairly. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Overall, this professor is teaching the class well. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Scantron Code: *A* *B*

- For the following questions, please include specific examples and suggestions.
(If a Scantron sheet is being used, write your responses on the back of the Scantron sheet.)*

- Distribution:**
Faculty Member – Summary
Division Office
Human Resources - Summary

- Faculty Contract ▪ July 1, 2019 – June 30, 2022 Year Two-of-Three ▪

H.2.f: STUDENT – LLC

Adjunct	Prob.	Regular	Dept. Chair
x	x	x	

■ Student Evaluation – Language Learning Center ■

■ Mt. San Antonio College ■

LLC Professor: _____ Date: _____

Please read each item carefully. Think about the professor in the lab today. Mark the box that shows your thoughts.

	Always	Usually	Sometimes	Never	No Option
1. This professor is clear and easy to understand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. This professor makes me feel welcome in the Language Learning Center.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. This professor explains more than once, if asked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. This professor treats me with respect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. This professor is fair and polite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. This professor encourages me with my language study.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. This professor provides help when asked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In this part, please include specific examples and suggestions:

A. What did this professor do well?

B. How can this professor improve?

C. Additional Comments.

Distribution:

Faculty Member – Summary
Division Office
Human Resources - Summary

5/15, 7/16

H.3: PORTFOLIO

Adjunct	Prob.	Regular	Dept. Chair
	X		

■ **Portfolio Evaluation** ■
 ■ **Mt. San Antonio College** ■

Professor: _____ Date: _____

Department: _____ Completing Year: ☐ 1 ☐ 2 ☐ 3 ☐ 4

The portfolio serves as a way of documenting the performance of those responsibilities that the institution expects of a faculty member. Each professor's portfolio will be unique and will vary according to what is appropriate for each teaching discipline. It is expected that as the professor moves through the evaluation process the nature and extent of the portfolio will change according to the individual's experience. The portfolio should include contributions in each of the areas identified below.

Each evaluation team will evaluate the appropriateness of the materials submitted according to criteria deemed important for the teaching discipline.

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

FACULTY ASSIGNMENT:

A. Evidence of adequate classroom preparation

(required of all professors with classroom responsibilities)

Rating:

- Course syllabi for each preparation
- A copy of an exam for each preparation.
- Copy of a final exam for each preparation. (Required the 2nd year)
- Sample of lecture/lab notes for each preparation
- Sample of assignments for each preparation
- Sample of handouts for each preparation.
- Sample of feedback on student assignments for each preparation (Student names redacted)

Comments:

1 2 3 4 5

B. Evidence of adequate preparation for the following positions:

Counselors and Instructional Specialists

Rating: 1 2 3 4 5

Sample of orientation preparation and related handouts

- Workshop preparation and related handouts
- Educational planning preparation and related documents (names redacted)
- New student intake preparation and related documents (name redacted)
- Preparation for presentations in professional development activities (e.g. New Faculty Seminar, POD workshops)

Comments:

Coaches

Sample of preparation and related handouts

- Flyers (camps, clinics, tournaments, etc.)
- Recruiting letters (names redacted)
- Tournament scheduling documents
- Tournament preparation and related handouts
- Training Program
- Sample of practice plans

Comments:

Librarians

Sample of orientation preparation and related handouts

- Guidelines/handouts on how to use the library and its materials
- Presentation notes/slides for faculty workshops
- Planning notes/outlines for library workshops and reference interviews
- Assessment plans and/or notes for library assignments
- Plans, notes, or email on leadership and participation in collections development, Information competency, library web pages, cataloging, systems/work flow
- Digital learning objects

Comments:

C. Overall Summary of Probationary Faculty Portfolio Evaluation

Rating: 1 2 3 4 5

Comments:

--	--	--	--	--

Distribution

Faculty Member
Division Office
Human Resources

8/04; 7/05; 7/06; 7/08; 7/14

2019 - 2022 FACULTY CONTRACT

H.4.a: CLASSROOM

Adjunct	Prob.	Regular	Dept. Chair
X	X	X	

■ Classroom Visitation Evaluation ■

■ Mt. San Antonio College ■

Professor: _____ Date & Time of Visit: _____

Department: _____ Subject Taught: _____

Observer: _____

Second Visit (For probationary faculty only) ☐

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

A. Classroom Dynamics

Rating: **1 2 3 4 5**

- This professor encourages student participation by inviting questions, allowing students to problem-solve, or encouraging feedback during class session.

--	--	--	--	--
- This professor listens attentively and gives explanations to students with clarity.

--	--	--	--	--
- This professor provides an environment for student participation that is conducive to the learning process.

--	--	--	--	--
- This professor treats a diverse population of students ethically, courteously, and fairly.

--	--	--	--	--
- This professor demonstrates effective classroom management skills to promote learning and critical thinking.

--	--	--	--	--

Comments:

B. Teaching Strategies and Techniques

Rating: **1 2 3 4 5**

- This professor presents information that is accurate and compliant with current course outline and/or syllabus.

--	--	--	--	--
- This professor presents content or uses a format organized in a logical sequence.

--	--	--	--	--

- This professor communicates effectively in the classroom to promote learning and critical thinking.

--	--	--	--	--
- This professor employs various techniques/modalities to enhance lecture content.

--	--	--	--	--
- This professor distributes handouts or instructional materials (if any) that are appropriate to content being presented.

--	--	--	--	--
- This professor utilizes effective pedagogical techniques to promote learning and critical thinking.

--	--	--	--	--
- This professor engages students in the learning process.

--	--	--	--	--

Comments:

C. Class Preparation and Subject Matter Expertise

Rating:

1	2	3	4	5

- This professor shows evidence of thorough preparation through presentation of course material.

--	--	--	--	--
- This professor's chosen materials demonstrate academic rigor appropriate to level taught.

--	--	--	--	--
- This professor demonstrates subject matter expertise in course design.

--	--	--	--	--
- This professor demonstrates subject matter expertise in instructional delivery.

--	--	--	--	--

Comments:

D. Overall summary of Classroom Visitation

Rating:

1	2	3	4	5

Narrative Summary of Classroom Events During the Presentation:

E. Comments by Professor: (optional)

F. Signatures:

Observer: _____

Date: _____

Professor: _____

Date: _____

Distribution:

Faculty Member

Division Office

Human Resources – Adjunct Faculty Only

8/04; 4/05; 7/05; 7/06; 7/08, 7/14, 7/16

2019 - 2022 FACULTY CONTRACT

H.4.b: COUNSELOR

Adjunct	Prob.	Regular	Dept. Chair
X	X	X	

■ Counseling Visitation Evaluation ■

■ Mt. San Antonio College ■

Professor: _____ Date & Time of Visit: _____

Observer: _____

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

Counselor:

	Rating:	1	2	3	4	5
A. Encourages student participation by inviting questions, allowing students to problem-solve or encouraging feedback during counseling session.						
B. Listens attentively and gives explanations to students with clarity and in a non-threatening manner.						
C. Uses verbal expressions and physical demeanor to set a tone for a counseling session that positively promotes the counseling process.						
D. Demonstrates awareness and/or sensitivity to cultural, ethnic, and gender differences in communication.						
E. Presents a positive, professional image.						
F. Develops and utilizes effective techniques in educational, career and personal counseling.						
G. Is honest and fair with students.						
H. Presents information that is accurate and relevant.						
I. Assists students in clarifying goals and decision making.						
J. Uses technology as an aid in counseling.						
K. Demonstrates knowledge of academic policies and current career information.						
L. Overall Summary of Counseling Visitation.						

M. Narrative Summary of Counseling Events During the Session

N. Comments by Professor (Optional)

O. Signatures:

Observer: _____

Date: _____

Professor: _____

Date: _____

Distribution:

Faculty Member - Summary

Division Office

Human Resources - Summary

7/06; 7/08

H.4.c. CLASSROOM - DL

Adjunct	Prob.	Regular	Dept. Chair
x	x	x	

■ **Classroom Visitation Evaluation of Distance Learning Faculty** ■
 ■ **Mt. San Antonio College** ■

Professor: _____ Date & Time of Visit: _____

Department: _____ Subject Taught: _____

Observer: _____

For the purpose of conducting a fair evaluation, it is recommended that a dialog occur between the evaluator and the faculty member before the actual visitation. This dialog can include how to navigate the course, hybrid versus online component, course outline of record, and DL Course amendment form.

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

A. CLASS DYNAMICS

Rating: 1 2 3 4 5

- | | | | | | |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| • Presents a positive, professional image in face-to-face meetings and/or in course website. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Course website sets a tone for a class environment that promotes the learning process. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Encourages student communications and interactions in the course website. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Organizes class activities effectively. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Communicates effectively in course website. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Communicates effectively in face-to-face meetings. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Demonstrates respect, courtesy and fairness with all students. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Conducts interactions with students in a non-threatening manner. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Comments:

B. Teaching Strategies and Techniques**Rating: 1 2 3 4 5**

- Provides a safe environment for student participation that is conducive to the learning process.

--	--	--	--	--
- Information presented is accurate and compliant with current course outline and/or syllabus.

--	--	--	--	--
- Embellishes course content/discussion by providing relevant information from sources other than textbook, if appropriate.

--	--	--	--	--
- Presents content or uses a format organized in a logical sequence.

--	--	--	--	--
- Encourages critical, evaluative thinking, questioning, and reasoning.

--	--	--	--	--
- Appropriately utilizes online activities to enhance course content.

--	--	--	--	--
- Online course content is easily accessed in course website.

--	--	--	--	--
- Demonstrates effective and regular contact with students.

--	--	--	--	--

Comments:**C. Class Preparation and Subject Matter Expertise****Rating: 1 2 3 4 5**

- Shows evidence of thorough preparation through content presented in course website.

--	--	--	--	--
- Activities chosen demonstrate academic rigor appropriate to level taught.

--	--	--	--	--
- Subject matter expertise is reflected in course website.

--	--	--	--	--
- Course delivery agrees with Methods of Instruction listed in Distance Learning Course Amendment Form for this course.

--	--	--	--	--

Comments:

Rating: 1 2 3 4 5

--	--	--	--	--

D. Overall Summary of Classroom Visitation

Comments by Evaluator:

E. Comments by Professor: (optional)

F. Signatures:

Observer: _____

Date: _____

Professor: _____

Date: _____

Distribution:

Faculty Member
Division Office
Human Resources – Adjunct Faculty Only
7/08, 8/13

H.4.d. LAB

Adjunct	Prob.	Regular	Dept. Chair
x	x	x	

■ Lab Classroom Visitation Evaluation ■

■ Mt. San Antonio College ■

Professor: _____ Date & Time of Visit: _____

Department: _____ Subject Taught: _____

Observer: _____

Note: This form is optional at the discretion of the observer and may be used in place of form H.4.a. for laboratory environments.

Second Visit (For probationary faculty only) ☐

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator. Remarks or specific suggestions for change optional in "comments" space provided.

A. Lab Classroom Dynamics

Rating:

- | | 1 | 2 | 3 | 4 | 5 |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| • Encourages student participation by inviting questions, allowing students to problem-solve, or encourage feedback during lab class session. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Listens attentively and gives explanations to students with clarity and a non-threatening manner. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Verbal expressions and physical demeanor set a tone for lab classroom environment that promotes the learning process. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Demonstrates awareness and/or sensitivity to cultural, ethnic, and gender differences in communication with class members. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Presents a positive, professional image. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Communicates effectively orally and in writing. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| • Demonstrates effective lab classroom management skills. | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Comments:

B. Teaching Strategies and Techniques

Rating:

1	2	3	4	5

- Provides a safe environment for student participation that is conducive to the learning process.
- Information presented is accurate and appropriate to the situation.
- Balances presentation/demonstration with opportunities for hands-on practice.
- Presents content or uses a format organized in a logical sequence.
- Encourages students' exploration and utilization of lab resources.
- Appropriately utilizes board, overheads, or other instructional aids to enhance presentation/demonstration.
- Distributes handouts or instructional materials that are appropriate to content being presented.
- Shows enthusiasm for the subject matter to encourage active student participation in learning.

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

Comments:

C. Classroom Preparation and Subject Matter Expertise

Rating:

1	2	3	4	5

- Shows evidence of thorough preparation.
- Chosen materials demonstrate academic rigor appropriate to level taught.
- Demonstrates subject matter expertise.
- Distributes handouts or instructional materials that enhance the content being presented/demonstrated, when appropriate.

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

Comments:

**D. Overall Summary of Lab Classroom Visitations
Rating:**

1 2 3 4 5

--	--	--	--	--

Narrative Summary of Lab Events During the Presentation:

E. Comments by the Professor (optional)

F. Signatures:

Observer: _____

Date: _____

Professor: _____

Date: _____

Distribution:

Faculty Member

Division Office

Human Resources – Adjunct Faculty Only

5/15

2019 - 2022 FACULTY CONTRACT

H.5: ADMINISTRATIVE

Adjunct	Prob.	Regular	Dept. Chair
	X	X	

■ Faculty Administrative Evaluation ■ ■ Mt. San Antonio College ■

Professor: _____ Date: _____

Department: _____

☐ Probationary Faculty, Completing Year: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ Tenured Faculty

Rating:

- ☐ **1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- ☐ **2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- ☐ **3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- ☐ **4 Performance does not meet the standard** (used for unacceptable performance)

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in the comments space provided.

A. Teaching Competencies:

- This professor complies with course outline.
- This professor develops and utilizes effective pedagogical techniques.
- This professor prepares thoroughly for all class assignments.
- This professor demonstrates competence in assigned subject matter.

Comments:

Rating:	1	2	3	4	5

B. Professional Interactions:

- This professor cultivates a supportive environment for students.
- This professor adheres to ethical principles in interactions with a diverse population of students.
- This professor adheres to ethical principles in interactions with a diverse population of staff and colleagues.

Comments:

Rating:	1	2	3	4	5

C. Promptness with Deadlines:

Rating: 1 2 3 4 5

- This professor prepares all records and reports accurately and completely and submits by the established deadlines.
 - This professor adheres to faculty evaluation procedures and timelines.
- Comments:

--	--	--	--	--

--	--	--	--	--

D. Availability and Meeting Obligations:

Rating:

1 2 3 4 5

- This professor demonstrates prompt/regular attendance at all class meetings and adheres to scheduled dismissal times.
- This professor fulfills obligations for involvement at department meetings, committee meetings, and college wide meetings.
- This professor is reasonably accessible to students including maintenance of scheduled office hours.
- This professor works collaboratively with colleagues in the creation of department goals, the planning of agenda, assessment activities, and curriculum development.

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

Comments:

E. Involvement (Service to the College):

Rating:

1 2 3 4 5

- This professor is involved reasonably in the total program of the college including activities on campus and/or within the department.
- This professor is involved regularly in professional development.

--	--	--	--	--

--	--	--	--	--

Comments:

F. Administrator's Comments:

G. Overall Rating:

- ☐ **1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- ☐ **2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- ☐ **3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- ☐ **4 Performance does not meet the standard** (used for unacceptable performance)

H. Signatures:

Administrator: _____

Date: _____

Professor: _____

Date: _____

I. Comments by Professor (optional):

Distribution:

Faculty Member

Division Office

Personnel File

8/04; 7/05; 7/06; 7/08;

7/11;7/14, 7/16

2019 - 2022 FACULTY CONTRACT

H.6:a SELF EVALUATION

Adjunct	Prob.	Regular	Dept. Chair
X	X	X	

■ **Self Evaluation – Faculty** ■

■ **Mt. San Antonio College** ■

Professor: _____ Date: _____

Department: _____

☐ Adjunct Faculty ☐ Probationary Faculty, Completing Year: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ Tenured Faculty

The self-evaluation report and yearly report of supplemental hours must be submitted WITHIN TWO WEEKS FOLLOWING THE END OF THE SPRING SEMESTER.

A. Evaluation tools used:

Self (required): ☐
Manager: ☐

Student (required): ☐
Support: ☐

Peer (required): ☐
Classroom: ☐

B. Summary of student evaluations/summary of classroom evaluations by peers (include sample comments):

Areas of excellence:

Areas for improvement:

C. I will be working on the following self and professional improvement items in the _____ - _____ academic year. (List your top 1 – 5 goals)

Goals & Objectives:

Action Plan:

D. I need the following assistance:

- Equipment, support, conferences, training, etc.
- The Dean, Associate Dean, or Department Chair can give me assistance by:

E. Signatures:

Professor: _____

Date: _____

Dean or Designee: _____

Date: _____

F. Professor Comments:

Distribution:

Faculty Member
Division Office
Human Resources
8/03; 7/05; 7/06; 7/08

2019 - 2022 FACULTY CONTRACT

H.6.b.: SELF EVALUATION - CHAIR

Adjunct	Prob.	Regular	Dept. Chair
X	X	X	

■ **Self Evaluation – Chair** ■

■ **Mt. San Antonio College** ■

Department Chair: _____ Date: _____

Department: _____ Division: _____

The self-evaluation report must be submitted by the end of the week eight (8) of the spring semester.

A. Summary of accomplishments and performance based on Department Chair Performance Expectancies (Article 18.G.):

Areas of Excellence:

Areas for improvement:

B. I will be working on the following self and professional improvement items in the _____ - _____ academic year. List your top goals

Goals & Objectives:

Action Plan:

C. I need the following assistance:

- Support, conferences, training, etc.

- The Dean or Associate Dean can give me assistance by:

D. I have met, or will meet, my four (4) hours of mandatory department chair training this year by participating in the following:

E. Signatures:

Department Chair: _____ Date: _____

Dean or Designee: _____ Date: _____

F. Dean or Associate Dean Comments (optional):

Distribution:

Faculty Member
Division Office
Human Resources
7/14

H.7.a: SUMMARY

Adjunct	Prob.	Regular	Dept. Chair
	X		

■ Probationary Faculty Evaluation Summary ■
■ Mt. San Antonio College ■

Professor: _____ Date: _____

Department: _____ Completing Year: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

A rating of "Performance does not meet the standard" in any category may be sufficient grounds for not recommending retention.

A. PEER EVALUATION SUMMARY

Team Comments (mandatory):

Rating: **1** **2** **3** **4** **5**
☐ ☐ ☐ ☐ ☐

B. STUDENT EVALUATION SUMMARY

Team Comments (mandatory):

Rating: **1** **2** **3** **4** **5**
☐ ☐ ☐ ☐ ☐

C. PORTFOLIO EVALUATION SUMMARY

Team Comments (mandatory):

Rating: **1** **2** **3** **4** **5**
☐ ☐ ☐ ☐ ☐

D. CLASSROOM VISITATION EVALUATION SUMMARY, if applicable

Team Comments (mandatory):

Rating: **1** **2** **3** **4** **5**
☐ ☐ ☐ ☐ ☐

E. COUNSELING VISITATION EVALUATION SUMMARY, if applicable

Team Comments (mandatory):

Rating: **1** **2** **3** **4** **5**
☐ ☐ ☐ ☐ ☐

F. ADMINISTRATIVE RESPONSIBILITIES EVALUATION

Team Comments (mandatory):

Rating: **1** **2** **3** **4** **5**
☐ ☐ ☐ ☐ ☐

G. FACULTY SELF-EVALUATION

Rating: **1** **2** **3** **4** **5**
☐ ☐ ☐ ☐ ☐

H. YEARLY REPORT OF HOURS OF SERVICE TO THE COLLEGE

Rating: **1** **2** **3** **4** **5**
☐ ☐ ☐ ☐ ☐

I. OVERALL SUMMARY OF EVALUATION

Rating: **1** **2** **3** **4** **5**
☐ ☐ ☐ ☐ ☐

J. PRESCRIPTIVES and RECOMMENDATIONS

☐ None

☐ Form 7.H.b. (attached)

K. EVALUATION TEAM RECOMMENDATIONYEAR
completed

1		We recommend that the District enter into a contract for a second academic year.
		We do not recommend that the District employ this employee for the following academic year.
		One year temporary position – no recommendation required.
2		We recommend that the District enter into a contract for the third and fourth academic years.
		We do not recommend that the District employ this employee for the following academic year.
3		Completing 3 rd year of 3 rd & 4 th Year contract. No recommendation needed.
4		We recommend that the District employ this employee as a tenured employee.
		We do not recommend that the District employ this employee as a tenured employee.

J. SIGNATURES:

_____	_____	_____
Team Faculty Member	Team Faculty Member	Date
_____	_____	
Team Faculty Member	Team Faculty Member	
_____	_____	
Team Faculty Member	Dean or Associate Dean/Director	

I have seen this evaluation summary and have discussed it with the evaluation team.

_____	_____	_____
Professor Signature	Professor Name	Date

K. REVIEW OF EVALUATION AND RECOMMENDATION:

_____	_____	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> N/A
Vice President	Date	
_____	_____	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree <input type="checkbox"/> N/A
President	Date	

BOARD ACTION: ☐ Employ ☐ Not Employ _____

Date

Distribution:Faculty Member
Division Office
Human Resources

8/04; 7/05; 7/06; 7/08, 7/14

**H.7.b: SUMMARY:
PRESCRIPTIVES**

Adjunct	Prob.	Regular	Dept. Chair
	X		

■ **Recommendations and Prescriptives** ■

■ **Mt. San Antonio College** ■

Professor: _____ Date: _____

Department: _____

Probationary Faculty, Completing Year: ☐ 1 ☐ 2 ☐ 3 ☐ 4

A. Recommendations:

The evaluation team offers the following recommendations for improvement:

B. Prescriptives:

The evaluation team prescribes the following activities in order for the professor to acquire the skills and behaviors needed to achieve a competent and adequate performance:

Prescribed Activities	Expected Outcomes	To be completed by (date)
1.		
2.		
3.		
4.		

C. Signatures:

Team Faculty
Members:

Administrator:

Professor:

Date: _____

Date: _____

Date: _____

Distribution:

Faculty Member
Division Office
Human Resources
8/04; 7/05; 7/06

2019 - 2022 FACULTY CONTRACT

H.7.c: SUMMARY: RESPONSE to Rx

Adjunct	Prob.	Regular	Dept. Chair
	X		

■ **Response to Prescriptives** ■

■ **Mt. San Antonio College** ■

Professor: _____ Date: _____

Department: _____

Probationary Faculty, Completing Year: ☐ 1 ☐ 2 ☐ 3 ☐ 4

A. Professor's Response to Prescriptives: (submitted upon completion of prescribed activities)

Professor: _____

Date: _____

B. Evaluation Team Response:

Comments:

The professor (check one) ☐ has ☐ has not satisfactorily addressed the prescriptive conditions applied in the prior evaluation period.

C. Signatures:

Team Faculty
Members:

Date:

Division
Administrator:

Date:

Professor:

Date:

Distribution:

Faculty Member
Division Office
Vice President of Instruction
Human Resources
8/04; 7/05; 7/06; 7/08

H.8: ADJUNCT SUMMARY

Adjunct	Prob.	Regular	Dept. Chair
X			

■ Adjunct Faculty Summary ■

■ Mt. San Antonio College ■

Professor: _____ Date: _____

Department: _____

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than "Performance meets the standard" (#2) given in any evaluation category must be accompanied by an explanatory remark by the evaluator.

Instructions:

In cases where the rating falls below "Performance meets the standard" (#2), evaluative comments shall identify Teaching Faculty Performance Expectancies applicable to adjunct faculty, as outlined in Article 18.L.2, in addition to relevant teaching performance issues documented in student evaluations, classroom visitations, and/or in student complaints. In addition, specific suggestions for improvement shall be provided.

A. Teaching Competence:

- This professor complies with course outline.
- This professor develops and utilizes effective pedagogical techniques.
- This professor prepares thoroughly for all class assignments.
- This professor demonstrates competence in assigned subject matter.

Rating: **1 2 3 4 5**

B. Professional Interactions:

- This professor cultivates a supportive environment for students.
- This professor adheres to ethical principles in interactions with a diverse population of students.
- This professor adheres to ethical principles in interactions with a diverse population of staff and colleagues.

Rating: **1 2 3 4 5**

C. Promptness with Deadlines:

- This professor returns student exams and papers in a timely fashion.
- This professor prepares all records and reports accurately and completely and submits by the established deadlines.
- This professor adheres to faculty evaluation procedures and timelines.

Rating: **1 2 3 4 5**

D. Availability and Meeting Obligations:

- This professor demonstrates prompt/regular attendance at all class meetings and adheres to scheduled dismissal times.
- This professor is reasonably accessible to students as described in the syllabus.
- This professor is reasonable accessible and responsive to department and division.

Rating: **1 2 3 4 5**

--	--	--	--	--

E. Overall Rating

Rating: **1 2 3 4 5**

F. Comments:

G. Signatures:

Department Chair: _____

Date: _____

Division Administrator: _____

Date: _____

Professor: _____

Date: _____

H. Comments by Professor (optional):

Distribution:

Faculty Member

Division Office

Human Resources

8/04; 4/05; 7/05; 7/06, 8/13;

7/14, 7/16

H.9: REGULAR FACULTY SUMMARY

Adjunct	Prob.	Regular	Dept. Chair
		X	

■ **Regular Faculty Summary Evaluation** ■

■ **Mt. San Antonio College** ■

Professor: _____ Date: _____

Department: _____

A. Summarize the progress made on goals and objectives from years 1 and 2:

B. Summarize Self Evaluation Findings from years 1 and 2:

C. Summarize all Yearly Reports of Service to the College for the previous three years:

D. Signature:

Professor

Date

E. Reviewed by:

Division Administrator

Date

Distribution:

Faculty Member
Division Office
Human Resources
8/04, 4/05, 7/05; 7/06; 7/08

2019 - 2022 FACULTY CONTRACT

H.10: DEPT. CHAIR			
Adjunct	Prob.	Regular	Dept. Chair
			X

■ Department Chair Evaluation Report (Administrative Evaluation) ■

■ Mt. San Antonio College ■

Department: _____ Date: _____

Name(s): _____ Division: _____

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator. Remarks or specific suggestions for change optional in "comments" space provided.

A. ADMINISTRATIVE RESPONSIBILITIES

Rating: **1 2 3 4 5**

- Gathers, organizes, and analyzes information and data to prepare required reports.

--	--	--	--	--
- Utilizes established formats in preparing reports.

--	--	--	--	--
- Meets College timelines for submission of required reports and requests for resources.

--	--	--	--	--
- Submits course schedules and adjustments in accordance with established priorities, timelines, and contract limits.

--	--	--	--	--
- Reviews, revises, and updates course outlines of record for all courses within the department, following established College procedures and timelines.

--	--	--	--	--
- Oversees, coordinates, develops, and provides for departmental approval of new course offerings within the department.

--	--	--	--	--

ADMINISTRATIVE RESPONSIBILITIES SUMMARY:

--	--	--	--	--

Comments:

B. AVAILABILITY

Rating: **1 2 3 4 5**

- Posts and regularly holds department chair office hours.

--	--	--	--	--
- Regularly meets with the division dean regarding department issues, budgets, and planning agendas.

--	--	--	--	--
- Serves as initial contact to address student requests and complaints.

--	--	--	--	--
- Responds appropriately and in accordance with the law with parents, other relatives, friends, or any person or agency regarding individual student issues.

--	--	--	--	--
- Represents the department at division, advisory, and campus committee meetings.

--	--	--	--	--
- Is accessible to students, staff, and division administrators the week prior to the start of the primary terms.

--	--	--	--	--

AVAILABILITY SUMMARY:

--	--	--	--	--

Comments:

C. COMPLIANCE WITH POLICIES**Rating:****1 2 3 4 5**

- Participates in full time faculty hiring, assignment, orientation, and evaluation processes.

--	--	--	--	--
- Represents the departments in the development of position requests, hiring announcements, and the selection process for faculty recruitments.

--	--	--	--	--
- Facilitates the assignment of department members to serve on tenure evaluation committees and participates in the tenure evaluation committees for all probationary faculty within the department.

--	--	--	--	--
- Reviews and updates curriculum as needed to maintain articulation agreements with other academic institutions, to meet program accreditation standards (if applicable) and to align with industry standards (if applicable).

--	--	--	--	--
- Facilitates collaborative curriculum review and approval processes in department (and advisory, if applicable) meetings according to established procedures.

--	--	--	--	--
- Maintains a respectful working relationship with faculty and classified staff.

--	--	--	--	--
- Assists and advises the division administrators in the implementation of College policies and procedures within the department.

--	--	--	--	--
- Conducts and organizes the recruitment, maintenance of an adjunct pool, hiring, orientation, assignment, and evaluation of adjunct faculty within the Department, adhering to all faculty evaluation procedures, guidelines, and timelines.

--	--	--	--	--

COMPLIANCE SUMMARY:

--	--	--	--	--

Comments:

D. LEADERSHIP**Rating:****1 2 3 4 5**

- Facilitates monthly meetings that encourage collaborative department decision-making and response to College initiatives.

--	--	--	--	--
- Regularly brings department business as well as college-wide issues and directions to department meetings for discussion.

--	--	--	--	--
- Represents departmental issues, planning priorities, needs, and responses at Division and advisory committee meetings.

--	--	--	--	--
- Facilitates the collaborative development, revision, and monitoring of student learning and other outcomes for both courses and programs annually with the aid and consent of department members.

--	--	--	--	--

LEADERSHIP SUMMARY:

--	--	--	--	--

Comments:

E. RESPONSIBILITIES**Rating:****1 2 3 4 5**

- Submits required reports (including scheduled course offerings, PIE, and adjunct evaluation summaries) within established timelines.

--	--	--	--	--
- Submits department reviewed and approved curriculum within established timelines.

--	--	--	--	--
- Adheres to all faculty evaluation procedures and timelines.

--	--	--	--	--
- Submits department and advisory meeting minutes within established timelines.

--	--	--	--	--
- Monitors department budgets, needs, equipment, and supplies.

--	--	--	--	--
- Completes budget process (including planning, reviewing, and expenditures) within established timelines.

--	--	--	--	--
- Organizes and facilitates department meetings that keep faculty in the department

--	--	--	--	--

informed on departmental as well as college-wide issues.

- Performs such other duties and responsibilities that require department involvement as mutually agreed to by the department chair and the division dean.

RESPONSIBILITY SUMMARY:

Comments:

Rating:

1	2	3	4	5

F. OVERALL SUMMARY OF DEPARTMENT CHAIR EVALUATION

Comments:

G. COMMENTS BY DEPARTMENT CHAIR(S) [optional]:

H. SIGNATURES:

Signature of Evaluator:

Division Administrator

Date

Signature of Evaluatee(s):

Department Chair or Co-chair(s)

Date

Department Co-Chair(s)

Reviewed by:

Appropriate Vice President

Date

Distribution

Department Chair(s)

Division Office

Vice President of Instruction

Human Resources

8/04, 7/05; 7/06; 708; 4/11, 5/15

2019 - 2022 FACULTY CONTRACT

H.11: SERVICE TO THE COLLEGE

Adjunct	Prob.	Regular	Dept. Chair
	X	X	

■ Yearly Report of Service to the College

■ Mt. San Antonio College ■

Professor: _____ Date: _____

Every full-time unit member teaching 30 LHE or 36 LHE is required to spend an average of **six (6) service hours weekly (for teaching faculty), eight (8) service hours weekly for counselors, and five (5) service hours weekly for librarians.** Faculty with reassigned time or partial teaching assignments shall adjust the hours proportionate to their classroom teaching load.

Please describe your involvement in the following categories. Do not include overload teaching assignments or activities for which you were awarded a stipend as per Appendices B, D, and E of the current contract. It is not necessary to have involvement in every category.

DUE DATE: This form must be submitted to your Division Office **within two weeks following the end of the Spring Semester.** Academic Year ____ - ____

Involvement/Description:

Professional Activities (professional growth, conference and workshop attendance, etc.)	
Campus Life (Student Life activities, campus clubs, commencement, campus events, etc.)	
College committee and task force work	
Outcomes Assessment and other related activities	
Curriculum Development	
Department involvement (meetings, committees, evaluations, etc.)	
Community Activities (related to my assignment and that bring benefit to the college)	
Grant and Award Applications and non-paid participation in grant activities	
Participation in Organizations related to my assignment	
Review of Literature related to my assignment	
Other appropriate activities	

Revised 7/05; 7/06; 7/07; 7/08; 7/11; 8/13

**H.12: PROBATIONARY
FACULTY TEAM
RESPONSIBILITIES**

Adjunct	Prob.	Regular	Dept. Chair
	X		

■ **Probationary Faculty Team Responsibilities**

■ **Mt. San Antonio College** ■

Professor: _____ Date: _____

Department: _____ Completing Year: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Evaluation Team

Manager: _____

Faculty: _____

Evaluation Process

A. Classroom Visitations

Year 1: By the end of week 6 (fall semester)	Year 3: By the end of fall semester
Year 2: By the end of week 12 (fall semester)	Year 4: As needed

Assignments:

Team Member

Class/Activity

_____	_____
_____	_____
_____	_____
_____	_____

- Classroom visitations shall be announced and documented at least two (2) days prior to the visit. (18.A.2.)
- Observation of the faculty member's educational activities will be followed as promptly as possible by consultation or written communication in order to discuss the observation. (18.A.3.)

B. Student Evaluations

Year 1: By the end of week 12 (fall semester)	Year 3: By the end of week 12 (fall semester)
Year 2: By the end of week 12 (fall semester)	Year 4: As needed

Assignments:

Team Member

Class/Activity

_____	_____
_____	_____
_____	_____
_____	_____

C. Portfolio Evaluation (Please indicate team members responsible for portfolio review.)

Year 1: By the end of week 12 (fall semester)	Year 3: Not applicable
Year 2: By the end of week 12 (fall semester)	Year 4: Not applicable

Assignments:

Team Member

_____	_____
_____	_____
_____	_____

D. Peer Evaluations

To be completed by the end of the fall semester. (Recommended by week 12.)

Responsible Team Member:

--

E. Administrative Evaluation

To be completed by the end of the fall semester.

Responsible Team Member:

--

F. Summary Evaluation

To be completed by the evaluation team.

- Includes:
- Peer evaluation summary,
 - student evaluation summary,
 - portfolio evaluation summary (years 1 and 2),
 - classroom visitation summary (if applicable),
 - counseling visitation summary (if applicable),
 - administrative responsibilities evaluation,
 - faculty self-evaluation, and
 - yearly report of supplemental hours.

Date and time:

--

Year 1: By the end of the fall semester
Year 2: By the end of the fall semester

Year 3: By the end of week 6 of the spring semester
Year 4: By the end of the fall semester

G. Responses to Prescriptives (if applicable)

Must be addressed in writing by the probationary faculty member and the evaluation team must respond before completing the subsequent year evaluation.

H. Evaluation Conference

Date and time:

--

Year 1: By the end of the fall semester
Year 2: By the end of the fall semester

Year 3: By the end of week 6 of the spring semester
Year 4: By the end of the fall semester

I. SIGNATURES:

Probationary Faculty Member

Date

Administrator

Date

Team Member

Date

Team Member

Date

Team Member

Date

Team Member

Date

Distribution:
Faculty Member
Division Office
Personnel File

H.13: DL CONTACT

Adjunct	Prob.	Regular	Dept. Chair
X	X	X	

- **Review Form for Regular and Effective DL Contact**
 ■ **Mt. San Antonio College** ■

Professor: _____ Review Date: _____

Instructions: This form is used by the Distance Learning Committee following a review of the course. A special evaluation may be warranted if this review determines that a course section does not have adequate regular and effective contact (see question 1 below).

1. This professor's Distance Learning Courses have adequate regular and effective contact. **Yes** ☐ **No** ☐

In this part, please include specific examples and suggestions:

2. Comments by the DL Committee:

Committee Members (a majority must sign)	Date:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Professor: _____ Date: _____

3. Comments by Professor (optional):

Distribution:

Faculty Member
 Division Office
 8/16