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| 415B2 0 1 9 - 2 0 2 2 F A C U L T Y C O N T R A C T |
| 416BH.12: PROBATIONARY FACULTY TEAM RESPONSIBILITIES |  |
| 418BAdjunct | 419BProb. | 420BRegular | 421BDept. Chair | 422B◼ Probationary Faculty Team Responsibilities |
|  | 424x |  |  | 426B◼ Mt. San Antonio College ◼ |

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| Professor: |       | Date: |       |
|  |
| Department:  |       | Completing Year: | [ ]  1 | [ ]  2 | [ ]  3 | [ ]  4 |

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| **Evaluation Team** |
| Manager: |       | Faculty: |  |
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| **Evaluation Process** |  |  |
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| **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 |
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|  | * 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.G.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 |
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| **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 |  |  |
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| **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: |       |

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| **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: |       |
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|  | Year 1: By the end of the fall semester | Year 3: By the end of week 6 of the spring semester |
|  | Year 2: By the end of the fall semester | Year 4: By the end of the fall semester |
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| **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: |       |
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|  | Year 1: By the end of the fall semester | Year 3: By the end of week 6 of the spring semester |
|  | Year 2: By the end of the fall semester | Year 4: By the end of the fall semester |

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| **I.** | **SIGNATURES:** |

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|  | Probationary Faculty Member      |  | Date |
|       |
|  | Administrator      |  | Date |
|       |
|  | Team Member      |  | Date |
|       |
|  | Team Member      |  | Date |
|       |
|  | Team Member      |  | Date |
|       |
|  | Team Member |  | Date |

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Faculty Member

Division Office

Personnel File