|  |
| --- |
| 294B2 0 1 9 - 2 0 2 2 F A C U L T Y C O N T R A C T |
| 295BH.3: PORTFOLIO |  |
| 296BAdjunct | 297BProb. | 298BRegular | 299BDept. Chair | 300B◼ Portfolio Evaluation ◼ |
|  | 301Bx |  |  | 302B◼ Mt. San Antonio College ◼ |

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| --- | --- | --- | --- |
| 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:** |  |  |  |  |  |
| **1** | **2** | **3** | **4** | **5** |
|  | * 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:       |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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:       |
|  | **Rating:** | **1** | **2** | **3** | **4** | **5** |
| **C.** | **Overall Summary of Probationary Faculty Portfolio Evaluation**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
|  | Comments:       |
|  | **Distribution** |
|  | Faculty MemberDivision OfficeHuman Resources 8/04; 7/05; 7/06; 7/08; 7/14 |