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| 6B2 0 1 9 - 2 0 2 2 F A C U L T Y C O N T R A C T |
| 337BH.5: ADMINISTRATIVE |  |
| 338BAdjunct | 339BProb. | 340BRegular | 341BDept. Chair | 342B◼ Faculty Administrative Evaluation ◼ |
|  | 343Bx | 344Bx |  | 345B◼ 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.  |

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| **A.** | **Teaching Competencies: Rating:** |  **1** | **2** | **3** | **4** | **5** |
|  | * 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:       | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
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| **B.** | **Professional Interactions: Rating:** |  **1** | **2** | **3** | **4** | **5** |
|  | * 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.
 | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
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|  | Comments:       |  |  |  |  |  |
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| **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:       |  |  |  |  |  |
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| **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.
 | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  | **[ ]**  |
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|  | Comments:       |  |  |  |  |  |
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| **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:       |  |  |  |  |  |
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| **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) |

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| **H.** | **Signatures:** |
|  | Administrator: |       | Date: |       |
|  | Professor: |       | Date: |       |
|  |  |
| **I.** | **Comments by Professor** (optional):       |
|  | **Distribution:** |  |  |  |
|  | Faculty MemberDivision OfficePersonnel File |  |  |
|  |  |  |
|  | 8/04; 7/05; 7/06; 7/08; 7/11;7/14, 7/16 |  |  |  |