

**FIRST-LEVEL MANAGER'S EVALUATION
ALL FULL-TIME FACULTY**

Evaluatee _____

Department _____

Status (Contract 1, 2, 3, 4 or Regular) _____

Complete the checklist below evaluating the faculty member's performance. Any item checked "No" must be thoroughly explained in the Narrative section.

	Yes	No	Not Appropriate to Assignment
1. Does the faculty member maintain subject matter competency?			
2. Does the faculty member participate in peer evaluation as an evaluator?			
3. Does the faculty member arrive to assignments in a timely manner?			
4. Does the faculty member schedule and maintain office hours?			
5. Does the faculty member submit accurate student records in a timely manner?			
6. Is the faculty member involved in activities that support teaching and student learning, professional development, and professional service?			
7. Does the faculty member work actively to encourage a climate of trust, mutual support, and cooperation among students?			
8. Does the faculty member maintain effective working relationships with staff and colleagues?			
9. Does the faculty member submit Census Rosters in a timely manner?			
10. Does the faculty member submit grades in a timely manner?			
11. Does the faculty member maintain and respond to District-issued email, as appropriate?			

Narrative: Use the following criteria as a guide to make additional comments relevant to the evaluation of the faculty member. Management recognizes that a faculty member may not be active in all areas during an evaluation period.

- Commitment to teaching/learning and/or profession
- Productive and professional interaction with teaching colleagues and classified staff
- Productive and professional interaction with the dean
- Fulfillment of contractual obligations
- Professional development
- Service to college and district
- Service to professional community, as appropriate
- Student Learning Outcomes
- Other considerations
- Commendations
- Recommendations

FLM/Designee _____

Printed Name

Signature

Date

Evaluatee _____

Printed Name

Signature

Date

Evaluatee signature indicates that the evaluatee has received this document and does not imply agreement.