

**FACULTY & ACADEMIC PROFESSIONAL
ASSESSMENT COVER SHEET**

Review Article 7 of the Faculty & AP Agreement for more detailed assessment information.
Consult your Human Resources (HR) Representative if you have any questions.

IMPORTANT: Check the box that identifies the appropriate appointment status with the type of assessment conducted. Forward this cover sheet with documentation as outlined below to HR, CA SSB 300. HR will not accept student evaluations and other assessment tool materials. Fill in requested information fully (please print).

Employee: _____ Date of Assessment: ____ / ____ / ____
ID#: G _____ Org. Code: _____ Job Title: _____
Assessed by: _____ ID#: _____

→ TEMPORARY F/T FACULTY & F/T OR P/T ACADEMIC PROFESSIONAL: Forward cover sheet and management and self-assessments to HR. To be signed by administrator and employee.

- Complete in the last term of employment for Full-time Faculty & Academic Professionals.
- Complete within 30 days of end of appointment for Part-time Academic Professionals.

→ PART-TIME FACULTY: (See <http://www.pcc.edu/hr/employment/assessment-faculty.html> for guidelines.)

REQUIRED: Assessment was conducted for the following class: Subject Code (e.g. CIS, MTH) _____ held at the following location _____.

- Initial Assessment (To be completed by the end of second term)
- Third Year Assessment
- Assessment for Assignment Rights - To be completed by Division Dean. Provide full assessment (per Article 7.253) to Human Resources with cover sheet and synopsis.

A Synopsis Sheet (<http://www.pcc.edu/hr/employment/documents/pt-faculty.pdf>) must be completed for all part-time Faculty assessments.

FORWARD COVER SHEET, SIGNED SYNOPSIS & TRANSCRIPTS* (if needed) TO HR.

To track who has been assessed, use Banner report, PWRPTFA. Instructions for running this report are at: <http://intranet.pcc.edu/banner/hr/pwrptfa.htm> *To verify if transcripts have been received by HR, use Banner report PWRTRAT. Instructions to run this report can be accessed at <http://intranet.pcc.edu/banner/hr/pwrtrat.htm>.

→ PROBATIONARY FULL-TIME FACULTY & AP (FULL-TIME OR PART-TIME): Due by March 31st.

Complete and forward to HR the assessment package that includes all of the following:

- A Progress Report on employee's Assessment Plan (statement of goals and activities).
- Assessment (management & self-assessment) signed by administrative supervisor and employee.
- Notification of Appointment Status, completed with all appropriate signatures.

→ CONTINUOUS F/T FACULTY & F/T & P/T ACADEMIC PROFESSIONAL: Due by the end of Spring term. See Article 7.33 of the Faculty & AP Agreement for more details. Identify whether an assessment or progress report is attached.

- Progress Report regarding Goals: Employee's advancement toward goals and activities and any modifications. Goals are to be reviewed each year. Documentation of progress is to be signed by administrative supervisor and employee.
- Full Assessment: Includes overall management assessment and self-assessment, review of goals, professional development activities, etc. Assessment is to be done every three years and signed by administrative supervisor, employee and Executive Officer or designee.

Synopsis Form

Employee: _____

Description of assessment tools:

- Student evaluation
- Classroom visit
- Self-evaluation
- Peer Review
- Documentation of completion of goals
- Other: _____

Location where documents will be filed: _____

Please note: If the assessment is for assignment rights, a copy of the full assessment (per Article 7.253) needs to be sent to Human Resources with the cover sheet and synopsis page.

Overall Assessment Results:

Verification of Official Transcriptions: Yes No

All *original* transcripts must be placed in the employee's file in HR. *Copies* of the transcripts are to be kept in the department.

- Previously sent to HR
- Attached to Assessment
- Other:

To verify if transcripts have been received by HR, use Banner report PWRTRAT. Instructions to run this report can be accessed at <http://intranet.pcc.edu/banner/hr/pwrtrat.htm>.

My signature certifies that this assessment has been discussed with me. I understand that my signature does not necessarily indicate agreement; but that I have participated in the discussion and have read and understood the evaluation's content.

Employee's Signature

Date

Assessor's Signature

Date