

**PART-TIME FACULTY
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 type of assessment conducted. Forward this cover sheet with documentation as outlined below to HR, DC 300. Keep student evaluations and other assessment tool materials in the department. Fill in requested information fully.

Employee: _____ Date of Assessment: ____/____/____

ID#: G Assessed for work at (circle): CA RC SE SY Other _____

Assessed by: _____ ID#: G _____

➔ PART-TIME FACULTY: (See <http://www.pcc.edu/hr/employment/assessment.html> for guidelines and forms.) A Synopsis Sheet must be completed for all part-time Faculty assessments. Send Cover Sheet and Synopsis with signatures to HR. Keep student evaluations and other assessment tool materials in the department.

REQUIRED: ASSESSED IN SUBJECT CODE (e.g. CIS, MTH) _____.

- ☐ Initial Assessment (To be completed by the end of second term)
- ☐ Second/Third Year Assessment (To be completed annually during the second and third years of employment)
- ☐ Post-third Year Assessment (To be completed once every three years after the third year of employment)
- ☐ Multi-Year Contract Assessment (To be completed in the second year of the contract)

ALL Part-time faculty assessments must be signed by the employee and the assessor. Management may designate the Faculty Department Chair or other Full-Time Faculty member to conduct the assessment, provided the assessment is not for assignment rights.

Topics for the summary should include:

- Student Interaction/Classroom Observation
- Student Evaluations (required for instructors)
- Non-instructional duties (optional)
- Professional development (optional)

FORWARD COVER SHEET, SIGNED SYNOPSIS & TRANSCRIPTS* (if needed) TO HR, DC 300.

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>.

**Part-time Faculty Assessment
Synopsis Form**
To be attached to Assessment Cover Sheet

Employee: _____

Assessed in Subject Area _____ Location where documents will be filed: _____

Assessment Components Used: ☐ Student evaluation (**required** for instructors; incorporate in summary*)
 ☐ Classroom visit (**required**)
 ☐ Self-evaluation
 ☐ Peer Review
 ☐ Documentation of goals or completion of goals
 ☐ Manager's assessment
 ☐ Other (such as tests, syllabus, class handouts): _____

Overall Assessment Results: (may be written in the space below or typed separately)

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 (**required**)

Date

Assessor's Signature (**required**)

Date

Division Dean's Signature (**required**)

Date

*A summary of student evaluations should be incorporated into the Overall Assessment Results. Please do not submit the full student evaluations to HR; they should be kept on file in the department office.