**Portland Community College**

# Academic Professional Assessment by Duties

**Supervisor Assessment**

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| **Employee Name:** | **ID#:** |
| **Position:** | **Date of Assessment:** Click or tap to enter a date. |
| **Assessed by:** | **ID#:** |

**EVALUATION TYPE:** Probationary Appointment – Year 2

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| **NOTICE OF APPOINTMENT STATUS** |
| Probationary employees must be notified of their appointment status by March 31st. Before extending an employee’s probationary period or if the employee will not be renewed, consult an HR representative. Check one item only: |
|[ ]  The employee listed above will receive a continuous appointment beginning September 1, 20Click or tap here to enter text. having met the requirements outlined in the Faculty & AP Agreement. This appointment is subject to approval by the PCC Board of Directors.  |
|[ ]  Notwithstanding eligibility for advancement to continuous appointment after completing two years on probationary status, the employee listed above will be retained on probationary status for a [ ]  third year or a [ ]  fourth year. |

**INSTRUCTIONS:**

* Fill in requested information fully.
* Visit the [PCC Assessment website](https://www.pcc.edu/hr/employment/performance-assessment/) for guidance and recommended tools for assessment preparation.
* Keep student evaluations and other assessment tool materials in the department.
* The assessment will be uploaded to MyCareer@PCC and a copy will be placed in the employee’s personnel file.

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| ARTICLE 5.1 PROFESSIONAL DUTIES | **Excellent** | **Good** | **Adequate** | **Needs Improvement** |
| NON-DISCRIMINATION |  |  |  |  |
| Provide services to students in a manner which does not discriminate as to race, creed, religion, color, national origin, disability, age, sex, sexual preference or marital status. | 4 | 3 | 2 | 1 |
| REMAIN CURRENT |
| Remain current in respective field(s). Teaching Faculty assigned to programs that train students for employment in fields which require certification or licensure shall possess certification or licensure which meets or exceeds that required for employment in the field. | 4 | 3 | 2 | 1 |
| COLLEGE SAFETY |
| Maintain College safety standards in work area(s); ensure that students are trained in good safety practices; and make reasonable efforts to ensure that students follow good safety practices. (See Article 27.4, Faculty/AP Agreement.) | 4 | 3 | 2 | 1 |
| COMPLY WITH POLICIES |
| Comply with published College Policies and Procedures. Management will notify employees of those policies and procedures applicable to their work. | 4 | 3 | 2 | 1 |

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| ARTICLE 5.7 JOB SPECIFIC DUTIES | **Excellent** | **Good** | **Adequate** | **Needs Improvement** |
| KNOWLEDGE, SKILLS, AND ABILITIES |
| Maintains knowledge, skills and abilities to perform job as outlined in the position description. | 4 | 3 | 2 | 1 |
| PRINCIPAL ACCOUNTABILITIES |
|  | 4 | 3 | 2 | 1 |
|  | 4 | 3 | 2 | 1 |
|  | 4 | 3 | 2 | 1 |

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| Performance of Assigned Duties (7.411) - STRENGTHS/ WEAKNESSES: |
| Professional Development (7.412) - STRENGTHS/ WEAKNESSES: |
| College Service (7.413) - STRENGTHS/ WEAKNESSES: |