

### Continuous Faculty Assessment Process Checklist

- Continuous employees get assessed every 5 years and due on July 1st.
- Assessment task will be active in MyCareer and the supervisor will receive notifications.
  - Assessment notice sent - 90 days from the due date
  - Assessment reminder sent - 30 days and 1 week
  - Past Due notifications are sent - 1 day, 1 week, 1, 2, 3 and 4 months after
  - Completion notice

Assessment Process per article 7.4 includes:

1. 5-year assessment plan, developed in Spring term preceding the year the plan is implemented.
  - a. Plan includes:
    - designed to support job competence
    - enhance knowledge in the discipline
    - to encourage involvement in College activities.
    - Consist of a statement of goals and activities
  - a. Employees shall submit a brief progress report in writing during each Spring term.
  - b. Copy of plan and progress toward completion shall be forwarded to HR for filing.
  
- \*\* If you have not assessed the employee before, the supervisor can set an Assessment Plan meeting to discuss the following:
  - determine which class will be observed - if needed have course shell released
  - determine which course student feedback (Course evaluation) will be released for you to review. Please send an email to [Courseevaluations@pcc.edu](mailto:Courseevaluations@pcc.edu) for assistance.
  - discuss expectations for the assessment - what the Dean is looking for in the class, and the Dean's approach to assessments
  - share example goals
  
2. Assessment Review (In Spring term):
  - a. Includes Management assessment and an employee's self-assessment.
  - b. Assessment forms summarized the following information:
    - Observe a class
    - Review student feedback
    - Review professional transcripts in MyCareer
    - Write a summary of what you observed- can share ahead of the assessment to give the employee time to review.
    - Review self-assessment.
    - Course evaluation
  
3. Assessment Meeting to go over assessment (in Spring term)
  - a. Includes documentation to support the completion of goals and objectives of the assessment plan.
  - b. Documentation may include peer support, transcripts and certificates of completion.
  - c. Management assessment, employee's self-assessment and an updated assessment plan shall be forwarded to the Vice President for review.