

Probationary Faculty Assessment Process checklist:

- Probationary employees are due for assessment on March 31st or June 30th depending on hire date every year. (For example, the employee hired on August 21, 2022 will get assessed for 1st probationary appointment on March 31, 2023.)
- Probationary employees get assessed annually in March for 3 years before moving to continuous appointment.
- Assessment task is created 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. Assessment Plan meeting during 1st term of employment.
 - 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 for assistance.
 - discuss expectations for the assessment - what the Dean is looking for in the class, the Dean's approach to assessments.
 - share example goals
 - a. Plan shall be reviewed annually.
2. Assessment Review (In Winter term):
 - a. Includes Management assessment and an employee's self assessment.
 - b. Methods to gather information for both assessments:
 - Observe a class
 - Review student feedback
 - Review professional development 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 Feb/March if due by March 31 or May/June if due June 30)
 - a. Supervisor specified the date and time of the meeting.
 - b. Employees provide evidence of progress.
 - c. Activities in the assessment plan will be reviewed.
 - d. Management assessment will include recommendation as to renewal.
 - e. Management, employee's self-assessment and assessment plan for coming year forwarded to the Vice President for review.