**Assessment Plan: Probationary/Temporary Employees**

1. Assessment Plan Elements
2. developed during first term of employment
3. assess educational background and work experience
4. determine activities for professional development and how they will be supported by the supervisor
5. copy of the plan will be part of assessment that is turned into HR – through administrative channels

2) Student Evaluations

Assessment years – provide student evals of all sections taught to Div. Dean/Supervisor

optional – may provide additional section evaluations from prior years

Non-Assessment years – at least one section per academic year will be made available to the Div. Dean/Supervisor

3) Assessment Conference

The assessment plan documents are reviewed, discussed and timelines are set. Assessment plan is to be completed by March 1. Documents will be forwarded to the employee file. Elements include:

1. documented evidence of progress toward completion of plan. Can include letters of peer support, transcripts, certifications of completion.
2. Management Assessment to be signed by the employee