FACULTY & ACADEMIC PROFESSIONAL

**ASSESSMENT COVER SHEET**

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| 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: Dateof Assessment: **/ /**

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

Assessed by: ID#: G

**🡺 TEMPORARY APPOINTMENTS - 2 YEARS OR LESS** - **F/T FACULTY** **& F/T OR P/T ACADEMIC PROFESSIONAL**: Forward cover sheet and **management and self-assessments** to HR. To be signed by administrator and employee.

🞏 Full-time Faculty & Academic Professionals are to be assessed just prior to the end date, or, if position is

 assigned for more than one year, by the end of Spring term.

🞏 Part-time Academic Professionals are to be assessed within 30 days of the end of their appointment.

🞏 Three-term Temporary Faculty are to be assessed at the end of the three-term assignment.

**🡺 PROBATIONARY/SPECIAL PROBATIONARY FULL-TIME FACULTY & AP (FULL-TIME OR PART-TIME**): **Due by March 31st.** Complete and forward to HR the assessment package.

🞏 Probationary Assessment (must include ALL of the following):

 \* Notice Form: Recommendation regarding probationary status, completed with all appropriate signatures.

 \* Assessment (**management & self-assessment**) signed by administrative supervisor and employee. Assessment

 for Faculty should include *student evaluations* and *classroom visit*.

 \* Progress Report regarding employee’s goals and activities.

**🡺 CONTINUOUS F/T FACULTY & F/T & P/T ACADEMIC PROFESSIONAL:** **Due by the end of Spring term**. See Article 7.43 of the Faculty & AP Agreement for more details. Identify whether an assessment or progress report is attached. Send assessments to HR, DC 300, for placement in the official employee file.

🞏 Progress Report regarding Goals: During Spring term, each year, staff shall submit a brief written report to management summarizing the progress made toward the completion of the goals and activities in the assessment plan. The manager shall respond in writing to the report. Document is to be forwarded to HR.

🞏 Full Assessment: Includes overall **management assessment and self-assessment**, including review of *student evaluations* and *classroom visits* for faculty, review of goals, professional development activities, etc. Assessment is to be done every five years and signed by administrative supervisor, employee and **Executive Officer** or designee. Forward completed assessment to HR.

 Per article 7.4342 of the Faculty/AP Agreement, effective September 1, 2015, I acknowledge and have reviewed

 the attached full-time continuous faculty assessment.

 **Executive Officer or Designee Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_