

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

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# PROBATIONARY ACADEMIC EMPLOYEE PERFORMANCE EVALUATION REPORT

Year \_\_\_\_\_ Quarter:  Fall  Winter  Spring  Summer Date \_\_\_\_\_

Name \_\_\_\_\_ Probational year:  1  2  3

College \_\_\_\_\_ Department \_\_\_\_\_ Subject Field \_\_\_\_\_

Rating: S = Satisfactory performance (comments and/or suggestions for improvement are optional)  
 R = Steps for improvement required (committee must specify)  
 N = Not observed or not applicable

AREA EVALUATED	RATING	EXEMPLARY COMMENTS AND/OR SUGGESTIONS FOR IMPROVEMENT
<b>Instructional Skills</b>		
1. Demonstrates competence in subject matter or area of assignment.		
2. Gives clear explanations, assignments, and directions; encourages an open learning atmosphere in the classroom.		
3. Demonstrates proper implementation of course objectives.		
4. Monitors individual student's progress; maintains appropriate records; keeps students informed of their progress.		
5. Effectively uses materials and resources.		
<b>Employee's Relationship with Students</b>		
1. Shows respect for and interest in students; shows consistency and fairness in dealing with students; demonstrates an understanding of differences in students' abilities.		
2. Is available at scheduled times for student conferences; is willing to provide assistance.		
3. Is actively involved in student advising.		
<b>Employee's Relationship to Administration, Faculty, and Staff</b>		
1. Works effectively with administration, faculty, and staff.		
2. Offers to share professional knowledge.		
3. Involved in the general system of the community college; attends faculty meetings—department, division, as well as campus.		
4. Reacts positively to constructive suggestions from administration and/or colleagues.		

**Probationary Academic Employee Performance Evaluation Report (continued)**

AREA EVALUATED	RATING	EXEMPLARY COMMENTS AND/OR SUGGESTIONS FOR IMPROVEMENT
<b>Employee's Professional Characteristics</b>		
1. Demonstrates good judgment; uses discretion and tact in communications concerning school and staff.		
2. Demonstrates reliability in carrying out assignments.		
3. Follows established policies of college and district; works through appropriate channels.		
<b>Employee's Professional Improvement</b>		
1. Maintains professional competency through participation in college classes, institutes, conferences, workshops, and/or work experience.		
2. Supports professional organizations relevant to his/her profession.		
3. Endeavors to implement improvement suggestions given in written form by the tenure committee.		
<b>Other Comments</b>		
1. Documentation of any other areas of concern (including problems/situations peripheral to academic assignment.		
<b>Special Areas for Evaluation May Be Established</b>		
1. At the time special areas for evaluation are established, a letter explaining the reasons for them must accompany the committee report.		

**Tenure Recommendations:**  
(if applicable)

**Evaluators:**

- Tenure
- Continued Probation
- Non-tenure

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My signature below indicates that I have seen this evaluation. It does not necessarily indicate agreement with the findings.

Employee's signature \_\_\_\_\_