

**Cover Sheet for the Committee Report**  
**Evaluation of Tenure-Track PROBATIONARY 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup> Year Faculty**

\_\_\_\_\_ **Evaluatee** \_\_\_\_\_ **Semester** \_\_\_\_\_ **Year**

\_\_\_\_\_ *Department* \_\_\_\_\_ *Division*

**First Year**

**Second Year**

**Fourth Year**

**Evaluation Committee**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
*Chairperson* *District Representative*  
 3. \_\_\_\_\_ 4. \_\_\_\_\_

**Classes/Other Services Evaluated:**

**The following components/tasks have been completed.**

- For 2<sup>nd</sup> Year, a review of the 1<sup>st</sup> year Spring student evaluations, the 1<sup>st</sup> Year Final Report, and any additional evaluation.
- For 4<sup>th</sup> Year, a review of the 3<sup>rd</sup> Year Spring student evaluations, the 1<sup>st</sup> and 2<sup>nd</sup> Year Final Reports, and any additional evaluations.
- Student evaluations
- Classroom visits
- Self-evaluation
- A review of class materials
- The evaluatee has been given copies of the statistical summary of the student evaluations plus a synopsis of any narrative comments and  has  has not provided a written response.
- The evaluatee has been given copies of appraisals of classroom visits and  has  has not provided a written response.
- If appropriate, evaluation of the performance of other services and review of materials related to the performance of other services.
- If other services were evaluated, the evaluatee has been given copies of the appraisals of the other services and  has  has not provided a written response.
- The evaluatee has been given a copy of the committee report and  has  has not provided a written response.

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\_\_\_\_\_ **Evaluatee** \_\_\_\_\_ **Semester** \_\_\_\_\_ **Year**

**Outcomes and Recommendations**

**Satisfactory**

The Committee recommends:  a one-year contract (for an evaluatee in the first year)  
 a two-year contract (for an evaluatee in the second year)  
 tenure (for an evaluatee in the first, second, or fourth years)

**Needs Improvement and the Committee feels the evaluatee has the potential to improve.**

The Committee recommends, contingent on following a plan for improvement:  
 a one-year contract (for an evaluatee in the first year)  
 a two-year contract (for an evaluatee in the second year)

**Unsatisfactory**

The Committee recommends:  no contract be offered (for an evaluatee in the first or second years)  
 do not re-employ (for an evaluatee in the fourth year)

The Committee's recommendation <input type="checkbox"/> was unanimous <input type="checkbox"/> had dissenting opinions
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The evaluatee has met with <input type="checkbox"/> the Evaluation Committee <input type="checkbox"/> the Committee Chair and District Representative
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\_\_\_\_\_ *Committee Chairperson* \_\_\_\_\_ *Date* \_\_\_\_\_ *Evaluatee* \_\_\_\_\_ *Date*

**The Committee Report, including all the supporting documents specified in the Chairperson's instructions, is attached to this cover sheet.**

**Reviewed by**

\_\_\_\_\_ *Division Chairperson* \_\_\_\_\_ *Date* \_\_\_\_\_ *Dean* \_\_\_\_\_ *Date*

\_\_\_\_\_ *Vice President* \_\_\_\_\_ *Date* \_\_\_\_\_ *President* \_\_\_\_\_ *Date*

The President  agrees with the Committee recommendations  
 is making a different recommendation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_