SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

FORMAL EVALUATION PROCEDURE PURSUANT TO ARTICLE 16 B

FORMAL EVALUATION SUMMARY

(To be completed by the Evaluator)

Evaluatee Work Location: Evaluatee work Location: Evaluatee is:	Evaluatee Nam	ıe:					
Evaluatee is: a contract employee (probationary); evaluated at least once in each academic year. a regular employee (permanent); evaluated at least once in every three academic years. a temporary employee (adjunct); evaluated within the first year of employment, at least once every six regular semesters thereafter. a	Evaluatee Assi	gnment:					
a regular employee (permanent); evaluated at least once in every three academic years. a temporary employee (adjunct); evaluated within the first year of employment, at least once every six regular semesters thereafter. a	Evaluatee Wor	k Location:					
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every six regular semesters thereafter. a		☐ a regular employed	□ a regular employee (permanent); evaluated at least once in every three academic years.				
Evaluator Name:					st year of employ	ment, at least once	
During the initial conference, the evaluatee was given the opportunity to discuss the evaluation procedure and its possible results or the results of the formal evaluation summary with the Evaluator. This discussion took place on		□ a					
possible results or the results of the formal evaluation summary with the Evaluator. This discussion took place on The results of this formal evaluation, its summary and all related support documents were discussed and provided to the Evaluatee on	Evaluator Nam	e:					
the Evaluatee on	possible result	s or the results of the					
□ satisfactory □ satisfactory with specific deficiencies □ unsatisfactory with specific deficiencies Comments by the Evaluator: The following specific deficiencies are cited: If the formal evaluation summary cites specific deficiencies, the Evaluator shall schedule a meeting with the Evaluatee to discuss appropriate steps for improvement and shall give to the Evaluatee specific writter recommendations for improvement. If the subsequent formal evaluation summary indicates that the deficiencies have been corrected, a written statement of such improvement shall be prepared and signed by the evaluator and attached to the earlier formal evaluation summary. □ I have self-reflected in regards to the development and assessment of SLO's (this statement may apply to SLO/compensated Part Time faculty) Evaluatee's Signature Date	the Evaluatee	on	_ (must be no late	er than December 15 fo	or any formal evalu		
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□ unsatisfactory with specific deficiencies Comments by the Evaluator: The following specific deficiencies are cited: If the formal evaluation summary cites specific deficiencies, the Evaluator shall schedule a meeting with the Evaluatee to discuss appropriate steps for improvement and shall give to the Evaluatee specific writter recommendations for improvement. If the subsequent formal evaluation summary indicates that the deficiencies have been corrected, a written statement of such improvement shall be prepared and signed by the evaluator and attached to the earlier formal evaluation summary. □ I have self-reflected in regards to the development and assessment of SLO's (this statement may apply to SLO/compensated Part Time faculty) Evaluatee's Signature □ Date □ Evaluator's Signature □ Date □ D	□ satisfa	actory					
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This signature shall not be automatically interpreted as agreement with the contents or findings of this decument	Evaluatee's Sig	gnature [Date	Evaluator's Signature	- <u></u> -	Date	
This signature shall not be automatically interpreted as agreement with the contents or findings of this document.	This signature	shall not be automatica	ally interpreted as	agreement with the cor	ntents or findings o	of this document.	
Upon completion of the evaluation process, this form shall be placed in the Evaluatee's permanent personnel file after thirty (30) workdays. The Evaluatee may prepare for attachment hereto any comments prior to the end of the				-	-	•	

Distribution: Permanent Personnel File; Evaluatee; Evaluator

thirty (30) workdays.