

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**May 24-June 10:**

- TEC committee reviews surveys and evaluations and meets with evaluatee to complete Spring Semester Review Meeting Confirmation form.

**June 11, 2021:** Spring Semester Review Meeting Confirmation Form due in TERB office.

**TA Packet**



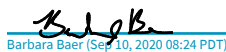
Sep 10, 2020



Sep 10, 2020

*Teresa LC Laughlin*

Sep 10, 2020



Barbara Baer (Sep 10, 2020 08:24 PDT)

Sep 10, 2020

## 2020-2021 ECELS Probationary Faculty Evaluations Calendar

August 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
16	17	18	19	20 Plenary	21 Plenary	22
23	24	25	26	27	28	29
Department chair form TEC for all 1st year						
30	31	Probationary Faculty				

September 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7 Labor Day	8	9	10	11	12
Challenge timeframe for 1st yr Probationary faculty						
13	14	15	16	17	18	19
20	21	22	23	24	25	26
Evaluations set up in system						
27	28	29	30	Parent/staff surveys and applicable tenure review evaluations		

October 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
Parent/staff surveys and applicable tenure review evaluations						
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
Parent/staff surveys and applicable tenure review evaluations						
15	16	17	18	19	20	21
22	23 Fall Break	24	25	26	27	28
29	30					

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
Parent/staff surveys and applicable tenure review evaluations						
6	7 DUE !!	8	9	10	11	12
13	14	15	16	17	18	19

**August 24–September 4**  
ECELS Liason or Coordinator is responsible for establishing the Chair and second faculty member of the Tenure and Evaluations Committee (TEC) for all first-year probationary faculty in the department and verifying committee membership for 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year. A random (outside) committee member will be appointed to the ECELS TEC committees.

**September 8-21** 1<sup>st</sup> year probationary faculty notified of their TEC composition by Sept. 4th. September 8 is the beginning of the 10-day challenge timeframe for 1<sup>st</sup> year probationary faculty per Article 17.6.3.

**September 22-28** TERB office sets up parent/staff surveys in Evaluation Kit for online deployment and sends out parent/staff survey packets for face-to-face deployment.

**September 29-December 4** Evaluations for ECE Lab School conducted in this timeframe. Please send completed student evaluations to the TERB office as soon as they are completed.

**December 7 DUE date for parent/staff survey packets and applicable rating scales!**

- Completed parent/staff survey packets and applicable rating scales are due in the TERB office.
- Classroom observations, parent/staff surveys, and (if applicable) other approved rating scales are due to the TEC Chair.
- Deadline for probationary faculty to submit their (1) Self Evaluation Form with professional development, and (2) other materials related to teaching, to the TEC Chair.

**December 8-11** TEC Chair confirms the date and time that all TEC members meet to review evaluation materials and write the evaluation.

# 2021

# ECELS Spring 21

Use spinner to change the calendar year

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Holiday	19	20	21	22	23
24	25	26	27	28 Plenary	29 DUE!!	30
31						

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
	1 SPR sem begins	2	3	4	5	6
7	8	9	10	11	12	13

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
	1 DUE!!	2	3	4	5	6
7	8	9 Evaluation packets sent to TEC chairs	10	11	12	13
14	15	16 Parent/staff surveys and applicable tenure review evaluations	17	18	19	20
21	22	23	24	25	26	27
28	29	30 Spring break	31			

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
				1 Spring break	2	3
4	5	6	7	8	9	10
11	12	13 Parent/staff surveys and applicable tenure review evaluations	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**January 4 – January 22 (excluding holidays):**

- TEC committee reviews evaluation results and writes evaluation reports. TEC chairs must schedule at least one meeting that includes ALL committee members present to discuss the results.
- *After* the evaluation is completed and signed by TEC members, TEC chair and at least one other committee member meets with the probationary faculty to review the evaluation.
- **Please complete earlier for probationary faculty with Improvement Plans.**

**January 29, 2021 (or sooner)** Completed probationary packets due in TERB office no later than 3pm on January 29, 2021.

**March 1** Final & complete Tenure Evaluation Review Report due in TERB office (including any approved Improvement Plan). Reports taken to President's Office for review and Governing Board action.

**March 8-12** TERB office will send parent/staff survey and applicable tenure review evaluation to TEC chairs. (Classroom/workplace observations in the spring semester.)

**March 15 - May 21** Parent/staff surveys and applicable tenure review evaluation or rating scales are conducted in this timeframe. Please send completed surveys to the TERB office as soon as they are completed.

## Fall 20 PT Faculty Evaluations Calendar

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
	1 <b>DUE!!</b>	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 <i>Spring break</i>	31			

**IMPORTANT:** If your part-time faculty member will receive an **improvement plan**, you must to review their report and improvement plan with them (a) as soon as grades are submitted at the end of the spring semester, (b) during summer if all parties are on contract, or (c) the first possible day of the next semester.

The goal of the improvement plan process is for improvement to be reflected on before the semester begins and to be baked into their approach to their new class; giving them their improvement plan weeks into the semester will not achieve that goal.

### November - February

Do not discuss student evals until after evaluatee has submitted final grades for Fall 20.

**Feb 1-Feb 26: Evaluator meets with PT evaluatee and reviews final report.** Evaluatee signs report acknowledging review and is provided with a copy of the student evaluations and review report by his or her evaluator. The final report (including evaluation; classroom or workplace observation; department chair form; and signatures from evaluator, evaluatee and department chair) is remitted to the TERB office. *(The TERB office will collect the dean/director's signature).*

*\*Evaluatees have 10 business days from the date of the review with their evaluator to attach any official response to their evaluation.*

*\*Contact the TERB Coordinator if you have questions or concerns regarding the evaluation.*

### March 1st DUE DATE for Fall 2020 evaluations.

Completed & signed evaluation reports are due in the TERB office for part-time faculty evaluated Fall 2020.

### IMPORTANT FOR FAST TRACK, 4 WEEK, or partial-semester CLASSES!

The college is offering an increasing number of classes that do not adhere to the 16-week schedule (e.g. Fast Track1, Late Start, 12 weeks, etc.). If the course to be evaluated does not adhere to the 16-week timeline, please make the following adjustments:

\*Aim to administer student evaluation near the midway point of the course (e.g. the 5th week for Fast Track classes).

\*Observations should be completed sometime after the first 25% of the course has elapsed but before final exams.

\*Review the evaluation report with the evaluatee after the final grades are submitted. For instance, it may be possible to review the report with a Fast Track 1 instructor as early as October 2020.

\* All Fall 2020 reports are still due February 22nd 2020.

Please note that deans might ask the evaluator to send student evaluations, the observation form, and a draft review report **after** the observation period and **before** you enter the final evaluative score and meet with the evaluatee, per 17.3.1.2. If the dean makes that request per the timeline in 17.3.1.2, it is the evaluator, not TERB, who supplies those documents.

## Fall 20 PT Faculty Evaluations Calendar

All new part-time faculty hires need to be evaluated in their first year of teaching-preferably in their first semester of teaching established PT faculty are evaluated at least once every 3 years.

August 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
16	17	18	19	20 Plenary	21 Plenary	22
23	24 Department Chairs verify PT Faculty to be evaluated Fall 2020.	25	26	27	28	29
30	31					

September 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7 Labor Day	8 Census Day	9	10	11	12
13	14 <b>DUE!!</b>	15	16	17	18	19
20	21 Evaluation packets sent out to Department Chair	22	23	24	25 Native American Day	26
27	28	29	30			

October 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
	Student evaluations & observations					
11	12	13	14	15	16	17
18	19	20	21	22	23	24
	Student evaluations & observations					
25	26 <b>DUE!!</b>	27	28	29	30	31

November 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	<p style="text-align: center;"><b>October &amp; November</b></p> <p>Tabulated student evaluations are mailed to the evaluator (specified by the department chair at the beginning of the semester). Evaluators should refer to the <i>Part-Time Checklist</i> found on the TERB website for</p>					
15						
22	23 Fall Break	24	25	26	27	28
29	30					

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
						Fall ends

### August 24–September 4

Department Chairs verify PT Faculty to be evaluated Fall 2020.

### SEPTEMBER 14TH DUE DATE for Spring 2020 Evaluations.

Completed Spring 2020 evaluation reports are due in the TERB office for PT faculty evaluated during Spring 2020.

### September 21–September 28

TERB Office sends student evaluation packets to Department Chair or ADA for face-face classes.

**SEPT 29 – OCT 23** Student evaluations for semester-length classes are conducted in this timeframe (not before). PT faculty evaluatee submits syllabus and other relevant material to the evaluator. For face-to-face classes, it may be convenient for the evaluator to conduct their observation on the same date that student evaluations are administered. However, the observation for full-length 16-week classes may occur anytime between the 4<sup>th</sup> and 14<sup>th</sup> week of Fall 2020. The evaluator keeps his/her observation form until submitting the final report.

**Student Evaluations and observations for Counselors with one-on-one Counseling Sessions or Librarians with Library Sessions may take place from week 2 through week 14.**

**Please send completed student evaluations to the TERB office as soon as they are completed.**

### October 26 DUE date!!

Completed Student Evaluation Packets are due in the TERB Office.

### November - February

Do not discuss student evals until after evaluatee has submitted final grades for Fall 20.

**Feb 1-Feb 26: Evaluator meets with PT evaluatee and reviews final report. [Please complete earlier for faculty with Improvement Plans.]**

Evaluee signs report acknowledging review and is provided with a copy of the student evaluations and review report by his or her evaluator. The final report (including evaluation; classroom or workplace observation; department chair form; and signatures from evaluator, evaluatee and department chair) is remitted to the TERB office. (*The TERB office will collect the dean/director's signature*).

*\*Evaluees have 10 business days from the date of the review with their evaluator to attach any official response to their evaluation.*

*\*Contact the TERB Coordinator if you have questions or concerns regarding the evaluation.*

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	Winter Break		31	

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**November 2 – December 10 (excluding holidays):**

- TEC committee reviews evaluation results and writes evaluation reports. TEC chairs must schedule at least one meeting that includes ALL five committee members present to discuss the results.
- *After* the evaluation is completed and signed by TEC members, TEC chair and at least one other committee member meets with the probationary faculty to review the evaluation. *Reminder:* Student evaluations are not given to evaluatee until after final grades are submitted.
- **Please complete earlier for faculty with Improvement Plans.**

**February 4 (or sooner)** Completed probationary packets **due** in TERB office no later than 12pm on February 4, 2020. Probationary faculty members have 10 business days from date of signing to submit a written response that will be attached to the evaluation report.

**March 1** Final & complete Tenure Evaluation Review Report due in TERB office (including any approved Improvement Plan). Reports taken to President's Office for review and Governing Board action.

**March 8- 12** TERB office will send student evaluation materials to TEC chairs. (Classroom/workplace observations in the spring semester occur only at the request of TEC).

**March 15–April 16** Student evaluations conducted in this timeframe (not before). Please send completed student evaluations to the TERB office as soon as they are completed.

Student Evaluations and observations for Counselors with one-on-one Counseling Sessions or Librarians with Library Sessions may take place from week 2 through week 14.

**May 3-14:**

- TEC committee reviews evaluations and meets with evaluatee to complete Spring Semester Review Meeting Confirmation form.
- *Reminder:* Student evaluations are not provided until after evaluatee submits final grades.

# 2020

August 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
16	17	18	19	20 Plenary	21 Plenary	22
23	24	25	26	27	28	29
Department chairs form TEC for all 1st year Probationary Faculty						
30	31					

September 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7 Labor Day	8	9	10	11	12
Challenge timeframe for 1st yr Probationary faculty						
13	14	15	16	17	18	19
20	21	22	23	24	25 Native American Day	26
27	28	29	30			
Evaluation packets sent out to TEC chairs						

October 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
Student evaluations & observations						
11	12	13	14	15	16	17
18	19	20	21	22	23	24
Student evaluations & observations						
25	26	27	28	29	30 DUE!!	31

November 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
Reconfirm TEC meeting date						
8	9	10	11	12	13	14
TEC Meetings						
15	16	17	18	19	20	21
TEC Meetings						
22	23 Fall Break	24	25	26	27	28
29	30					

## 2020-2021 Probationary Faculty Evaluations Calendar

### August 24–September 4

Department Chairs are responsible for establishing the Chair and second faculty member of the Tenure and Evaluations Committee (TEC) for all first-year probationary faculty in the department and verifying committee membership for 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year. The TERB Coordinator will appoint a random (outside) committee member to all new probationary faculty TEC committees. [This is also the 10-day window for 2<sup>nd</sup> year probationary faculty to challenge per 17.6.3.]

**September 8–21** 1<sup>st</sup> year probationary faculty notified of their TEC composition by Sept. 4th. September 8 is the beginning of the 10-day challenge timeframe for 1<sup>st</sup> year probationary faculty per Article 17.6.3.

**SEPT 28–OCT 2** TERB office sends student evaluation packets for face-to-face classes to TEC chairs.

**OCT 5 – Oct 29** Student evaluations for full-length classes conducted in this timeframe (not before). Please send completed student evaluations to the TERB office as soon as they are completed.

**Student Evaluations and observations for Counselors with one-on-one Counseling Sessions or Librarians with Library Sessions may take place from week 2 through week 14.**

Classroom/workplace observations occur after the fourth week of class but before October 29.

### October 30 DUE date!

- Completed student evaluation packets are due in the TERB office.
- Classroom observations, evaluation matrices, and chair's letter are due to the TEC Chair.
- Deadline for probationary faculty to submit their (1) Self Evaluation Form with professional development and (2) other materials related to teaching to the TEC Chair.

**November 2 –6** This meeting is scheduled early in the semester, but the TEC Chair should reconfirm the date and time that all TEC members are meeting to review evaluation materials and write the evaluation.

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
	1 <b>DUE!!</b>	2	3	4	5	6
7	8	9 Evaluation packets sent to TEC chairs	10	11	12	13
14	15	16	17 Student evaluations	18	19	20
21	22	23	24 Student evaluations	25	26	27
28	29	30 <i>Spring break</i>	31			

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
				1 <i>Spring break</i>	2	3
4	5	6	7 Student evaluations	8	9	10
11	12	13	14	15	16	17
18	19	20	21 Student evaluations	22	23	24
25	26 <b>DUE!!</b>	27	28	29	30	

\*\*\* Once the report is written and signed by the committee members, the report (including evaluation, classroom or workplace observation, and signatures from PRC members and department chair) is sent to TERB to collect the dean/director signature and VP signature. The TERB office will then return the report to the committee to hold the meeting with the evaluatee and obtain the evaluatee's signature. Then, the final, signed report is remitted to TERB. *Evaluees have 10 business days from the date of review with their PRC to attach any official response to their evaluation. Contact the TERB Coordinator if you have questions or concerns*

## February 1 – February 26

PRC meets with evaluatee to review evaluation. A copy of the student evaluations is provided to evaluatee at this time (after grades have been posted). **Please complete earlier for faculty with Improvement Plans.**

## March 1 DUE date!

**March 1** Final & complete **Peer Evaluation Review Report due** in TERB office (including all required evaluation materials) for those faculty evaluated in **FALL 2020.\***

**March 8 - 12** TERB office will send student evaluation materials to PRC chairs for tenured faculty being evaluated in Spring 2021.

**March 15 – April 23** Student evaluations conducted in this timeframe (not before). Please send completed student evaluations to the TERB office as soon as they are completed so the TERB office has ample time to tabulate the results.

## APRIL 26 DUE date!

- Completed student evaluation packets are due in the TERB office for Spring 2021 evaluatees.
- Deadline for tenured faculty evaluatees (Spring 2021) to submit all relevant material to the PRC chair: (1) Self Evaluation Form with professional development and (2) other relevant course materials.

## April & May

- Tabulated student evaluations are e-mailed to PRC Chair
- Evaluators should refer to the Peer Checklist found on the TERB website for components of the evaluation report.

## By September 15:

- PRC meets with the evaluatee to review the completed evaluation report. A copy of the student evaluation is provided to the evaluatee at this time (after grades are posted).\*\* Please complete earlier for faculty with Improvement Plans.



*regarding the evaluation.*



# 2020-2021

## 2020-2021 Peer Faculty Evaluations Calendar

August 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 Plenary	21 Plenary	22
23	24	25	26	27	28	29
30	31	PRC committees formed for all tenured Faculty evaluates for Fall 2020.				

### August 24–September 4

Department chairs and tenured faculty evaluatees determine Peer Evaluation Committee (PRC) and report committee membership to TERB office. Evaluatee provides student evaluation method (e.g. two classes) and class selection data (if applicable) to TERB. TERB approval required for PRC Chair when the evaluatee is the current department chair.

September 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7 Labor Day	8 Census Day	9	10	11	12
13	14	15	16	17	18	19
20	21 Evaluation packets sent out to PRC chairs	22	23	24	25 Native American Day	26
27	28	29	30			

### September 21–29

For permanent faculty that are being evaluated in Fall 2020, the TERB office sends student evaluation packets to PRC chairs for face-to-face classes.

October 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### SEPT 30 – OCT 31

Student evaluations for semester-length classes are conducted in this timeframe (not before). For face-to-face classes, it may be convenient for the evaluator to conduct their observation on the same date that student evaluations are administered. However, the observation for full-length 16-week classes may occur anytime between the 4<sup>th</sup> and 14<sup>th</sup> week of Fall 2020.\*

**Student Evaluations and observations for Counselors with one-on-one Counseling Sessions or Librarians with Library Sessions may take place from week 2 through week 14.**

Please send completed student evaluations to the TERB office as soon as they are completed.

November 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2 DUE!!	3	4	5	6	7
8	9	10	11 Veterans' Day	12	13	14
15	16	17	18	19	20	21
22	23 Fall Break	December and January:				
29	30					

### November 2 DUE date!

- Completed student evaluation packets are due in the TERB office.
- Deadline for tenured faculty evaluatee to submit all relevant material to the PRC chair: (1) Self Evaluation Form with professional development and (2) other relevant course materials.

December and January:

- Once tabulated student evaluations have been returned to PRC chair, the PRC committee reviews evaluation results and writes evaluation report.
- Evaluators should refer to the *Peer Checklist* found on the TERB website for components of the evaluation report.

**PALOMAR COLLEGE  
LIBRARIAN TENURE AND EVALUATIONS REVIEW REPORT**

1st year report                       2nd year report                       3rd year report                       4th year report

Probationary Librarian \_\_\_\_\_

When the committee members are finished reviewing and discussing each component of the evaluation the committee chair will complete the **Librarian Tenure and Evaluations Review Report**. The various components will include: a. Self-Evaluation Form b. Professional Development Contract c. Course materials d. Student evaluations e. Faculty & staff evaluations f. Classroom or workplace observations g. Letter from department chair/program director h. Supervisor evaluation (if appropriate). Please attach supporting documents. In your comments, please do not refer to the student evaluation questions by number. This report will eventually be a stand-alone document. The student evaluations will not accompany this report, so referring to the student evaluation questions by number (rather than in words) will not be descriptive.

***Definitions of evaluation categories:(based on Standards of Performance for Faculty, Faculty Manual)***

***High Professional Performance*** - Frequently exceeds accepted standards of professional performance.  
(Check this box when the librarian's professional performance is beyond what is reasonably expected.)

***Standard Professional Performance*** - Regularly meets accepted standards of professional performance.  
(This is the standard of performance that is expected of all librarians when they are hired and they are expected to maintain this level of performance throughout their tenure at Palomar College.)

***Performance Needs Improvement***- Does not consistently meet accepted standards of professional performance.

***Unsatisfactory Performance*** - Does not meet minimal standards of professional performance.

**Comments are required for all questions.**

1. The librarian establishes an environment that facilitates information competency and promotes the active role of the student as learners.

High Professional Performance

Standard Professional Performance

Needs Improvement

Unsatisfactory Performance

**Comments:**

2. The librarian treats students and colleagues with respect, demonstrating a willingness to work with a diverse student body and staff.

High Professional Performance

Standard Professional Performance

Needs Improvement

Unsatisfactory Performance

**Comments:**

3. The librarian demonstrates expertise and proficiency in the area of specialization.

High Professional Performance

Standard Professional Performance

Needs Improvement

Unsatisfactory Performance

**Comments:**

4. The librarian demonstrates competency in other relevant areas of the field of assignment.

High Professional Performance

Standard Professional Performance

Needs Improvement

Unsatisfactory Performance

**Comments:**

5. The librarian communicates in a clear, informative, and professional manner.

High Professional Performance

Standard Professional Performance

Needs Improvement

Unsatisfactory Performance

**Comments:**

6. If the librarian performs an administrative or supervisory service as part of the contract, she or he demonstrates skillful maintenance of the program or organization supervised.

High Professional Performance

Standard Professional Performance

Needs Improvement

Unsatisfactory Performance

**Comments:**

7. The librarian participates appropriately in the development and assessment of student learning and/or service area outcomes, as determined by the department.  
Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Comments:**

8. The librarian fulfills contractual requirement of the position.  
 High Professional Performance       Standard Professional Performance  
 Needs Improvement       Unsatisfactory Performance

**Comments:**

9. The librarian demonstrates continued professional growth by participation in professional development activities.  
 High Professional Performance       Standard Professional Performance  
 Needs Improvement       Unsatisfactory Performance

**Comments:**

10. The librarian demonstrates commitment to the college and education by service to the college.  
 High Professional Performance       Standard Professional Performance  
 Needs Improvement       Unsatisfactory Performance

**Comments:**

11. **Summary Comments and Recommendations (required):**

**Overall Recommendation:**

- High Professional Performance
- Standard Professional Performance
- Performance Needs Improvement
- Unsatisfactory Performance

- |          |  |  |
|----------|--|--|
| 1st Year | <input type="checkbox"/> Rehire              | <input type="checkbox"/> Do not rehire             |
| 2nd Year | <input type="checkbox"/> Rehire              | <input type="checkbox"/> Do not rehire             |
| 3rd Year | <input type="checkbox"/> Satisfactory        | <input type="checkbox"/> Unsatisfactory            |
| 4th Year | <input type="checkbox"/> Rehire/Grant Tenure | <input type="checkbox"/> Do not rehire/Deny Tenure |

**Vice President of Instruction Signature** (comments are optional)

**Instructions:** Please check one box and then sign the report. If there are concerns with the report, please check the third box and alert the Tenure and Evaluations Coordinator.

By signing, I affirm that I was *not* a member of this Tenure and Evaluations Committee and that I have read this report

By signing, I affirm that I was a member of this Tenure and Evaluations Committee and that I have read this report

Vice President for Student Services: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name)

Comments: \_\_\_\_\_

I was *not* part of this Tenure and Evaluations Committee, and I am requesting a follow-up meeting with the committee before signing this report

**Tenure and Evaluation Committee Signatures** (comments are optional)

Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name)

Comments: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name)

Comments: \_\_\_\_\_

Outside Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name)

Comments: \_\_\_\_\_

Division Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name)

Comments: \_\_\_\_\_

**Evaluation Meeting Confirmation:**

Date and Length of Meeting with Evaluatee: \_\_\_\_\_

**Evaluee Signature**

My signature acknowledges that I have read and received a copy of the evaluation. It does not mean that I agree or disagree with this evaluation. I am aware that within ten business days I have the right to submit a response to this evaluation. I am also aware that this evaluation and my response, if any, will become part of my personnel file.

Counselor: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_  
Comments: \_\_\_\_\_

**Tenure and Evaluations Coordinator Signature**

Tenure and Evaluations  
Review Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

~~Evaluation Meeting Confirmation:~~  
~~Date and Length of Meeting with Evaluee: \_\_\_\_\_~~

~~Signatures (Comments are optional)~~

~~Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_  
Comments: \_\_\_\_\_~~

~~Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_  
Comments: \_\_\_\_\_~~

~~Random Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_  
Comments: \_\_\_\_\_~~

~~Division Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_  
Comments: \_\_\_\_\_~~



\_\_\_\_\_  
Vice President: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_  
Comments: \_\_\_\_\_

My signature acknowledges that I have read and received a copy of the evaluation. It does not mean that I agree or disagree with this evaluation. I am aware that within ten business days I have the right to submit a response to this evaluation. I am also aware that this evaluation and my response, if any, will become part of my personnel file.

\_\_\_\_\_  
Librarian: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_  
Comments: \_\_\_\_\_

\_\_\_\_\_  
Tenure and Evaluations  
Review Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**PALOMAR COLLEGE  
PROFESSOR TENURE AND EVALUATIONS REVIEW REPORT**

1st year report       2nd year report       3rd year report       4th year report

Probationary Professor \_\_\_\_\_

Department \_\_\_\_\_

When the committee members are finished reviewing and discussing each component of the evaluation, the committee chair will complete the **Professor Tenure and Evaluations Review Report**. The various components will include: a. Self-Evaluation Form b. Professional Development Contract c. Course materials d. Student evaluations e. Classroom or workplace observations f. Letter from department chair/program director g. Supervisor evaluation (if appropriate). Please attach supporting documents. In your comments, please do not refer to the student evaluation questions by number. This report will eventually be a stand-alone document. The student evaluations will not accompany this report, so referring to the student evaluation questions by number (rather than in words) will not be descriptive.

**Definitions of evaluation categories:** (based on Standards of Performance for Faculty)

**High Professional Performance** - Frequently exceeds accepted standards of professional performance. (Check this box when the professor's professional performance is beyond what is reasonably expected.)

**Standard Professional Performance** - Regularly meets accepted standards of professional performance. (This is the standard of performance that is expected of all professors when they are hired and they are expected to maintain this level of performance throughout their tenure at Palomar College.)

**Performance Needs Improvement** - Does not consistently meet accepted standards of professional performance.

**Unsatisfactory Performance** - Does not meet minimal standards of professional performance.

**Comments are required for all questions.**

1. The professor establishes a classroom or online environment that promotes the active role of students as learners, encouraging questions and other forms of participation.

High Professional Performance       Standard Professional Performance

Needs Improvement       Unsatisfactory Performance

**Comments:**

2. The professor treats students with respect, demonstrating a willingness to work with a diverse student body.

- High Professional Performance  
 Needs Improvement

- Standard Professional Performance  
 Unsatisfactory Performance

**Comments:**

3. The professor teaches a course that is appropriately organized, with clearly stated objectives in keeping with the Course Outline of Record.

- High Professional Performance  
 Needs Improvement

- Standard Professional Performance  
 Unsatisfactory Performance

**Comments:**

4. The professor demonstrates subject matter expertise.

- High Professional Performance  
 Needs Improvement

- Standard Professional Performance  
 Unsatisfactory Performance

**Comments:**

5. The professor is proficient at integrating appropriate material and methods into the classroom or the online environment.

- High Professional Performance  
 Needs Improvement

- Standard Professional Performance  
 Unsatisfactory Performance

**Comments:**

6. The professor communicates in a clear, informative, and professional manner in interactions with both students and colleagues.

- High Professional Performance  
 Needs Improvement

- Standard Professional Performance  
 Unsatisfactory Performance

**Comments:**

7. The professor designs fair and clearly stated grading policies that promote high standards for student work.

- High Professional Performance       Standard Professional Performance  
 Needs Improvement                       Unsatisfactory Performance

**Comments:**

8. The professor provides fair and reasonably prompt evaluation of student work.

- High Professional Performance       Standard Professional Performance  
 Needs Improvement                       Unsatisfactory Performance

**Comments:**

9. The professor establishes the appropriate learning outcomes for each course and consistently assesses for student learning of those outcomes.

- High Professional Performance       Standard Professional Performance  
 Needs Improvement                       Unsatisfactory Performance

**Comments:**

10. The professor demonstrates continued professional growth by participation in professional development activities.

- High Professional Performance       Standard Professional Performance  
 Needs Improvement                       Unsatisfactory Performance

**Comments:**

11. The professor demonstrates commitment to the college and to education by service to the college.

- High Professional Performance       Standard Professional Performance  
 Needs Improvement                       Unsatisfactory Performance

**Comments:**

12. The professor fulfills the contractual requirements of the position. *(Please see Article 4 of the Collective Bargaining Agreement for information about contractual requirements.)*

Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Comments** (if the response is negative, comments are required):

13. As a department member, the professor maintains a collegial approach to the requirements of a full-time faculty position, contributing to the success of the department or program.

- High Professional Performance       Standard Professional Performance  
 Needs Improvement                       Unsatisfactory Performance

**Comments:**

14. **Summary Comments and Recommendations (required):**

**Overall Recommendation:**

High Professional Performance

Standard Professional Performance

Performance Needs Improvement

Unsatisfactory Performance

1st Year                       Rehire                       Do not rehire

2nd Year                       Rehire                       Do not rehire

3rd Year                       Satisfactory                       Unsatisfactory

4th Year                       Rehire/Grant Tenure                       Do not rehire/Deny Tenure

Spring 2020 revision. Approved by TERB \_\_\_\_\_. Approved by PFF \_\_\_\_\_ -..

**Evaluation Meeting Confirmation:**

Date and Length of Meeting with Evaluate: \_\_\_\_\_

**Vice President of Instruction Signature** (comments are optional)

**Instructions:** Please check one box and then sign the report. If there are concerns with the report, please check the third box and alert the Tenure and Evaluations Coordinator.

By signing, I affirm that I was **not** a member of this Tenure and Evaluations Committee and that I have read this report

By signing, I affirm that I was a member of this Tenure and Evaluations Committee and that I have read this report

Vice President for Instruction: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name)

Comments: \_\_\_\_\_

I was **not** part of this Tenure and Evaluations Committee, and I am requesting a follow-up meeting with the committee before signing this report

**Tenure and Evaluation Committee Signatures** (Comments are optional)

Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_  
Comments: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_  
Comments: \_\_\_\_\_

Outside Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_  
Comments: \_\_\_\_\_

Division Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_  
Comments: \_\_\_\_\_

\_\_\_\_\_  
Vice President: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_  
Comments: \_\_\_\_\_

**Evaluation Meeting Confirmation:**

Date and Length of Meeting with Evaluate: \_\_\_\_\_  
My signature acknowledges that I have read and received a copy of the evaluation. It does not mean that I agree or disagree with this evaluation. I am aware that within ten business days I have the right to submit a response to this evaluation. I am also aware that this evaluation and my response, if any, will become part of my personnel file.

\_\_\_\_\_  
Professor: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_  
Comments: V

**ice President Signature (comments are optional)**

~~Instructions: Please check one box and then sign the report. If there are concerns with the report, please check the third box and alert the Tenure and Evaluations Coordinator.~~

- ~~By signing, I affirm that I was *not* a member of this Tenure and Evaluations Committee and that I have read this report~~
- ~~By signing, I affirm that I was a member of this Tenure and Evaluations Committee and that I have read this report~~

~~Vice President for Instruction: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_  
Comments: \_\_\_\_\_~~

~~I was *not* part of this Tenure and Evaluations Committee, and I am requesting a follow up meeting with the committee before signing this report~~

Evaluate Signature

My signature acknowledges that I have read and received a copy of the evaluation. It does not mean that I agree or disagree with this evaluation. I am aware that within ten business days I have the right to submit a response to this evaluation. I am also aware that this evaluation and my response, if any, will become part of my personnel file.

\_\_\_\_\_  
Professor: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_  
Comments: \_\_\_\_\_

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**Tenure and Evaluations Coordinator Signature**

\_\_\_\_\_  
Tenure and Evaluations

Review Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

**~~TERB Coordinator Signature~~**

\_\_\_\_\_  
Tenure and Evaluations

~~Review Board Coordinator: \_\_\_\_\_~~

~~Date: \_\_\_\_\_~~



PALOMAR COLLEGE  
COUNSELOR TENURE AND EVALUATIONS REVIEW REPORT

1st year report       2nd year report       3rd year report       4th year report

Probationary Counselor \_\_\_\_\_

Department \_\_\_\_\_

When the committee members are finished reviewing and discussing each component of the evaluation the committee chair will complete the **Counselor Tenure and Evaluations Review Report**. The various components will include: a. Self-Evaluation Form b. Professional Development Contract c. Course materials d. Student evaluations e. Classroom or workplace observations f. Letter from department chair/program director g. Supervisor evaluation (if appropriate). Please attach supporting documents. In your comments, please do not refer to the student evaluation questions by number. This report will eventually be a stand-alone document. The student evaluations will not accompany this report, so referring to the student evaluation questions by number (rather than in words) will not be descriptive.

**Definitions of evaluation categories:**  
(Standards of Performance for Faculty)

**High Professional Performance** - Frequently exceeds accepted standards of professional performance.  
(Check this box when the instructor's professional performance is beyond what is reasonably expected.)

**Standard Professional Performance** - Regularly meets accepted standards of professional performance.  
(This is the standard of performance that is expected of all counselors when they are hired and they are expected to maintain this level of performance throughout their tenure at Palomar College.)

**Performance Needs Improvement** - Does not consistently meet accepted standards of professional performance.

**Unsatisfactory Performance** - Does not meet minimal standards of professional performance.

**Comments are required for all questions.**

1. The counselor demonstrates depth of knowledge, experience and competency in his/her field.
- |  |  |
|--|--|
| <input type="checkbox"/> High Professional Performance | <input type="checkbox"/> Standard Professional Performance |
| <input type="checkbox"/> Needs Improvement             | <input type="checkbox"/> Unsatisfactory Performance        |

**Comments:**

2. The counselor demonstrates currency in subject area and proficiency in integrating new material, techniques, and ideas into the workplace.

- High Professional Performance  
 Needs Improvement

- Standard Professional Performance  
 Unsatisfactory Performance

**Comments:**

3. The counselor presents or communicates information fairly and objectively.

- High Professional Performance  
 Needs Improvement

- Standard Professional Performance  
 Unsatisfactory Performance

**Comments:**

4. The counselor presents and communicates material in a clear, well-organized and informative manner, using appropriate methods and materials.

- High Professional Performance  
 Needs Improvement

- Standard Professional Performance  
 Unsatisfactory Performance

**Comments:**

5. The counselor demonstrates effectiveness in advising and counseling students in the areas of career goals, degree objectives and life values.

- High Professional Performance  
 Needs Improvement

- Standard Professional Performance  
 Unsatisfactory Performance

**Comments:**

6. The counselor who performs an administrative or supervisory service as part of his/her contract demonstrates skillful maintenance of the program or organization, asserting leadership and effectiveness in stimulating useful changes and improvements in that area of responsibility.

- High Professional Performance  
 Needs Improvement

- Standard Professional Performance  
 Unsatisfactory Performance

Not Applicable

**Comments:**

7. The counselor is effective in relating to students and colleagues in ways which lead to their enhanced growth and productivity.

High Professional Performance  
 Needs Improvement

Standard Professional Performance  
 Unsatisfactory Performance

**Comments:**

8. The counselor demonstrates commitment to the college community and teaching by participation in departmental meetings and activities, membership on campus committees and a willingness to work cooperatively with others.

High Professional Performance  
 Needs Improvement

Standard Professional Performance  
 Unsatisfactory Performance

**Comments:**

9. The counselor demonstrates continued professional growth by participation in professional activities such as research, coursework, professional meetings, exhibits, publication, or community involvement.

High Professional Performance  
 Needs Improvement

Standard Professional Performance  
 Unsatisfactory Performance

**Comments:**

10. The counselor adheres to the weekly schedule of appointments submitted to the department chairperson.

High Professional Performance  
 Needs Improvement

Standard Professional Performance  
 Unsatisfactory Performance

**Comments:**

11. The counselor participates appropriately in the development and assessment of student learning and/or service area outcomes, as determined by the department.

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Comments (if the response is negative, comments are required):

Spring 2020 revision. Approved by TERB \_\_\_\_\_. Approved by PFF \_\_\_\_\_..

12. The professor fulfills the contractual requirements of the position. (Please see Article 4 of the Collective Bargaining Agreement for information about contractual requirements.)

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Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Comments (if the response is negative, comments are required):

13. As a department member, the professor maintains a collegial approach to the requirements of a full-time faculty position, contributing to the success of the department or program.

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High Professional Performance  Standard Professional Performance  
 Needs Improvement  Unsatisfactory Performance

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Comments:

1242. Summary Comments and Recommendations:

Overall Recommendation:

High Professional Performance

Standard Professional Performance

Performance Needs Improvement

Unsatisfactory Performance

1st Year  Rehire  Do not rehire

2nd Year  Rehire  Do not rehire

3rd Year  Satisfactory  Unsatisfactory

4th Year  Rehire/Grant Tenure  Do not rehire/Deny Tenure

**Evaluation Meeting Confirmation:**

Date and Length of Meeting with Evaluatee: \_\_\_\_\_

**Vice President of Student Services Signature** (comments are optional)

**Instructions:** Please check one box and then sign the report. If there are concerns with the report, please check the third box and alert the Tenure and Evaluations Coordinator.

By signing, I affirm that I was **not** a member of this Tenure and Evaluations Committee and that I have read this report

By signing, I affirm that I was a member of this Tenure and Evaluations Committee and that I have read this report

Vice President for Student Services: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name)

Comments: \_\_\_\_\_

I was **not** part of this Tenure and Evaluations Committee, and I am requesting a follow-up meeting with the committee before signing this report

**Tenure and Evaluation Committee Signatures** (eComments are optional)

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Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name)

Comments: \_\_\_\_\_

Spring 2020 revision. Approved by TERB \_\_\_\_\_. Approved by PFF \_\_\_\_\_.

Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_

Comments:

~~Random Outside~~ Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_

Comments:

Division Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_

Comments:

Evaluation Meeting Confirmation:

Date and Length of Meeting with Evaluee: \_\_\_\_\_

\_\_\_\_\_  
~~Vice President:~~ \_\_\_\_\_ ~~Date:~~ \_\_\_\_\_  
(print name) \_\_\_\_\_

~~Comments:~~

~~My signature acknowledges that I have read and received a copy of the evaluation. It does not mean that I agree or disagree with this evaluation. I am aware that within ten business days I have the right to submit a response to~~

Spring 2020 revision. Approved by TERB \_\_\_\_\_. Approved by PFF \_\_\_\_\_.

this evaluation. I am also aware that this evaluation and my response, if any, will become part of my personnel file.

Counselor: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_  
Comments: \_\_\_\_\_

**Vice President Signature (comments are optional)**

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Instructions: Please check one box and then sign the report. If there are concerns with the report, please check the third box and alert the Tenure and Evaluations Coordinator.

By signing, I affirm that I was *not* a member of this Tenure and Evaluations Committee and that I have read this report

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By signing, I affirm that I was a member of this Tenure and Evaluations Committee and that I have read this report

Vice President for Student Services: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_  
Comments: \_\_\_\_\_

I was *not* part of this Tenure and Evaluations Committee, and I am requesting a follow up meeting with the committee before signing this report

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**Evaluce Signature**

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Counselor: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) \_\_\_\_\_  
Comments: \_\_\_\_\_

**Tenure and Evaluations Coordinator Signature**

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Tenure and Evaluations  
Review Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_












# TA TERB Forms Packet

Final Audit Report

2020-09-10

Created:	2020-09-10
By:	Maria Zapien Rangel (mzapienrangel@palomar.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_Qtt8-zi3IW5aHMxkX3oJhM-ubnrG56x


## "TA TERB Forms Packet" History

-  Document created by Maria Zapien Rangel (mzapienrangel@palomar.edu)  
2020-09-10 - 2:51:59 PM GMT- IP address: 205.153.156.222
-  Document emailed to Linda Beam (lbeam@palomar.edu) for signature  
2020-09-10 - 2:56:48 PM GMT
-  Document emailed to Jennifer Fererro (jfererro@palomar.edu) for signature  
2020-09-10 - 2:56:48 PM GMT
-  Document emailed to Teresa Laughlin (tlaughlin@palomar.edu) for signature  
2020-09-10 - 2:56:48 PM GMT
-  Document emailed to Barbara Baer (bbaer@palomar.edu) for signature  
2020-09-10 - 2:56:48 PM GMT
-  Email viewed by Jennifer Fererro (jfererro@palomar.edu)  
2020-09-10 - 2:57:38 PM GMT- IP address: 104.47.37.254
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Signature Date: 2020-09-10 - 2:57:59 PM GMT - Time Source: server- IP address: 76.93.153.3
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2020-09-10 - 6:01:31 PM GMT