

**APPENDIX C-4b.1: FACULTY EVALUATION REPORT –
FIRST-YEAR PROBATIONARY FACULTY**

*Use this form for evaluation of all **probationary** (contract, tenure-track) faculty members in the **first year** of probationary employment. The form is available from Human Resources in electronic, fill-in-the-blank format. **Must be completed before February 15.***

Faculty Member (Evaluatee): _____

Current Assignment: _____

For the period of _____ to _____

Evaluation Sources Employed: (*Attach documentation*)

Immediate Administrator: _____

Peer Participants: _____ and _____

Other Sources Employed: (*Check all that apply*)

- Self-Evaluation
- Student Appraisals
- Other (*Describe*) _____

Findings (*Attach narrative*)

- Satisfactory
- Satisfactory (with recommendations for improvement)
- Unsatisfactory

Recommendation

(*Subject to approval by the President and Chancellor*)

- Enter into a contract for the following academic year
- Not enter into a contract for the following academic year

Signatures (*Signatures of evaluatee, peer participants and Vice President of Instruction or Vice President of Student Learning indicate that they have read and discussed this report*)

Immediate Administrator	_____	Date	_____
Peer Participant	_____	Date	_____
Peer Participant	_____	Date	_____
Vice President	_____	Date	_____
Faculty Member (Evaluatee)	_____	Date	_____

The faculty member (evaluatee) shall have up to ten (10) working days to prepare and file a written response.