

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

FORMAL EVALUATION PROCEDURE PURSUANT TO ARTICLE 16 B

RECOMMENDATIONS FOR IMPROVEMENT

(To be completed by the Evaluator)

Evaluatee Name: _____

Evaluatee Assignment: _____

Evaluatee Work Location: _____

- 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 _____

Evaluator Name: _____

Since the formal evaluation summary dated _____ cites specific deficiencies, a meeting was scheduled for _____ between the Evaluator and the Evaluatee to discuss appropriate steps for improvement.

Specific recommendations for improvement from the Evaluator:

Evaluatee's Signature

Date

Evaluator's Signature

Date

This signature shall not be automatically interpreted as agreement with the contents or findings 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 thirty (30) workdays.

Distribution: Permanent Personnel File; Evaluatee; Evaluator