To:

From: Chair, Probationary Faculty Evaluation Team

Date:

Subject: Evaluation of Probationary Faculty Member

As we begin the process of evaluating ______________ this year, I would like to ask for your help in assessing his/her contribution to our department and to the Mt. SAC community. Responses in any or all of the following categories are optional and confidential.

Please return this form either to me or to the Division Office by ______________. Thanks for your help!

Rating:
1. Performance exceeds the standard (Used to commend the recipient for performance above the expected)
2. Performance meets the standard (Used to acknowledge satisfactory performance of duties and responsibilities)
3. Improvement recommended (Used to warn the recipient that performance is below what is expected)
4. Performance does not meet the standard (Used for unacceptable performance)
5. Not applicable/insufficient data

Any rating other than ‘Performance meets the standard’ (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

A. Cooperates with department and colleagues in planning, and implementing curricular and other education projects.

B. Strives to increase expertise in both teaching matter and teaching techniques (and/or counseling techniques, as applicable).

C. Deals fairly and ethically with students.

D. Deals fairly and ethically with colleagues.

E. Keeps scheduled office hours, scheduled class times, and/or appointment times.

F. Fulfills campus-wide commitments.

G. Attends and participates in department meetings and department committees.
H. Supports student activities.
I. **Overall summary of faculty peer evaluation.**

J. Comments:

K. Signature
   Observer: ________________________________ Date: ____________________

Distribution:
   Faculty Member – Summary
   Division Office
   Human Resources – Summary
   8/04; 7/05; 7/06, 7/08
To:
From: , Division Dean
Date:

Subject: Evaluation of Department Chair

As we begin the process of evaluating ____________ this year, I would like to ask for your help in assessing his/her contribution to our department and to the Mt. SAC community. Responses in any or all of the following categories are optional and confidential.

Please return this form to the Division Office by ____________. Thanks for your help!

Rating:

1. **Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
2. **Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
3. **Improvement recommended** (Used to warn the recipient that performance is below what is expected)
4. **Performance does not meet the standard** (Used for unacceptable performance)
5. **Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

| A. Is responsive to department input. | Rating: | 1 | 2 | 3 | 4 | 5 |
| B. Communicates effectively with faculty and staff. | | | | | | |
| C. Represents department requests at the Division level. | | | | | | |
| D. Adheres to department meeting start and end times. | | | | | | |
| E. Facilitates department meetings effectively. | | | | | | |
| F. Is available and receptive to faculty and staff. | | | | | | |
| G. Treats all department members equally and fairly. | | | | | | |
| H. Conveys information in a timely manner. | | | | | | |
| I. Meets campus deadlines. | | | | | | |
| J. Provides comprehensive reports on Division meetings | | | | | | |
| K. **Overall summary of department chair evaluation.** | | | | | | |

* Faculty Contract * July 1, 2011 – June 30, 2014 *  * Page 126 *
L. Comments

L. Signature:

Observer: ____________________________ Date: ______________________

Distribution:
Department chair - Summary
Division Office
Human Resources - Summary
7/06, 7/08
H.2.a: STUDENT

Professor:
Course Title:
Day/Date of Class:
Reference #:
Time of Class:

Rating: 1 Performance exceeds the standard
         2 Performance meets the standard
         3 Improvement recommended
         4 Performance does not meet the standard
         5 Not applicable/Insufficient data

SCANTRON CODES:
A. (Scantron Code A)  B. (Scantron Code B)  C. (Scantron Code C)  D. (Scantron Code D)  E. (Scantron Code E)

CLASSROOM DYNAMICS:
1. Presents subject matter clearly and thoroughly.

2. Organizes class time effectively.

3. Creates a supportive learning environment.

4. Generates interest and student participation.

5. Gives clearly defined assignments consistent with course content.

6. Meets and dismisses classes punctually.

7. Invites questions and answers them effectively.

8. Communicates effectively orally and in writing.

FAIRNESS:
9. Grabs grades according to outlined criteria.

10. Appreciates and respects students' opinions.

11. Returns exams and papers within a reasonable time.

12. Can be asked questions about the class and teaching methods without becoming defensive.


14. Treats students ethically, courteously and fairly.

15. Makes an effort to help students succeed, whether during class, outside of class, or in office hours.

16. Your overall evaluation of the professor.
Please answer Yes or No:

17. Was a course syllabus and outline, including written expectations and grading criteria, distributed at the beginning of the term? 

Scantron Code: Yes □ No □

18. Do you feel that this course meets your educational expectations?

Yes □ No □

19. Would you recommend this professor to a friend?

Yes □ No □

For the following questions, please include specific examples and suggestions. (If a scantron sheet is being used, write your responses on the back of the scantron.)

A. What has the professor done especially well in teaching this course?

B. How might the professor improve this course and the class participation?

Distribution:
Faculty Member – Summary
Division Office
Human Resources - Summary
8/04; 7/05; 7/06; 7/08;

Faculty Contract • July 1, 2011 – June 30, 2014 •

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Instructor's Name: ___________________________ Today's Date: _______________________

Class: ___________________________ Day of the Week That Class Meets: _______________

Class Time: ___________________________  

Please read each item carefully. Think about this class. Mark in the box that shows your thoughts.

### The Instructor

1. This instructor explains more than once, if asked.  
2. This instructor gives good examples.  
3. This instructor has interesting ideas.  
4. This instructor is organized.  
5. This instructor asks students to talk, not only to listen.  
6. This instructor likes teaching the class.  
7. This instructor has many activities for improving my English.  
8. This instructor starts and ends class on time.  
9. This instructor is clear and easy to understand.  
10. This instructor tells students how they are doing.  
11. This instructor respects me and my culture.  
12. This instructor is fair and courteous to all students.  
13. This instructor cares about the students in this class.

### Class Activities

14. In this class, I have good books and materials.  
15. In this class, I have enough time to finish class work.  
16. In this class, I learn new things to talk about.  
17. In this class, I have a chance to work with other students.  
18. In this class, I get enough homework to practice English.  
19. In this class, I can ask a lot of questions and get answers.  
20. In this class, I understand the instructor's directions.  
21. In this class, I know what things I need to learn to do to pass the class.  
22. In this class, I can say what I think.  
23. In this class, I have a chance to laugh and have a good time.
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>24. Did you receive a class plan when you started in class?</td>
<td></td>
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<tr>
<td>25. Does this class help you learn English?</td>
<td></td>
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</tr>
<tr>
<td>26. Would you recommend this instructor to a friend?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please write your comments below. Don't worry about spelling and grammar.

27. What does the instructor do well?

28. How can the instructor improve?

Distribution:
Faculty Member
Division Office
Human Resources
8/04; 7/05; 7/06; 7/08
Please evaluate the librarian in each of the following areas by checking the appropriate rating:

Rating:  
1. Performance exceeds the standard
2. Performance meets the standard
3. Improvement recommended
4. Performance does not meet the standard
5. Not applicable/Insufficient data

**Reference Interview**
1. Invites questions and answers them directly
2. Presents subject matter clearly and thoroughly
3. Creates a positive learning environment
4. Generates interest and student participation

**Fairness**
5. Can be asked questions without becoming defensive.
7. Treats students courteously and fairly.
8. Makes an effort to help students succeed.

9. Did the librarian meet your information needs?  
10. Would you recommend this librarian to a friend?  
11. Did you learn something about the research process?  

In this part, please include specific examples and suggestions:
12. What has the librarian done especially well in assisting you in your research?

13. How might the librarian improve the reference interview?

**Distribution:**
Faculty Member - Summary
Division Office
Human Resources- Summary
8/04; 8/05; 8/06; 7/08

- Faculty Contract • July 1, 2011 – June 30, 2014 •  
  • Page 132 •
Please evaluate the Counselor in each of the following areas by checking the appropriate rating:

Rating: 1 Performance exceeds the standard  
2 Performance meets the standard  
3 Improvement recommended  
4 Performance does not meet the standard  
5 Not applicable/Insufficient data

### Counseling Interview

1. The counselor was on time for my appointment.
2. The counselor seemed genuinely interested in my situation/concerns.
3. The counselor presented options to assist me with my concerns.
4. The counselor informed me about other campus services.
5. The counselor's explanation of assessment results was clear.
6. The counselor answered my questions.
7. The counselor was professional (approachable, courteous, ethical & knowledgeable.)
8. The counselor communicated clearly and effectively.
9. The counselor helped me make appropriate educational/vocational/career plans.
10. The counselor demonstrated sensitivity to gender, disability, and multi-cultural concerns.
11. The counselor recommended and helped coordinate appropriate accommodations for me. (when applicable)
12. The counselor explained my disability and how my limitations impact me in school. (when applicable)
13. **Your overall rating of the counselor.**

   Please answer *Yes* or *No*:

   - [ ] Yes
   - [ ] No

14. Do you feel that the counselor met your expectations?
15. Would you recommend this counselor to a friend?

Please continue on the back side of this form for additional questions →
In this part, please include specific examples and suggestions:

16. What did the counselor do especially well in this counseling session?

17. How might the counselor improve future counseling sessions?

Distribution:
Faculty Member - Summary
Division Office
Human Resources - Summary
6/06; 7/08
### 2011-2014 FACULTY CONTRACT

<table>
<thead>
<tr>
<th>H.2.e:</th>
<th>STUDENT – DL</th>
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<tbody>
<tr>
<td>Adjunct</td>
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<tr>
<td>Regular</td>
<td>X</td>
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</table>

- Student Evaluation of Distance Learning Faculty
- Mt. San Antonio College

Professor: ____________________________

Course Title: ____________________________

Reference #: ____________________________

**Rating:**

<table>
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<tr>
<th>Rating</th>
<th>Description</th>
<th>Scantron Code</th>
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<tr>
<td>1</td>
<td>Performance exceeds the standard</td>
<td>A</td>
</tr>
<tr>
<td>2</td>
<td>Performance meets the standard</td>
<td>B</td>
</tr>
<tr>
<td>3</td>
<td>Improvement recommended</td>
<td>C</td>
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<tr>
<td>4</td>
<td>Performance does not meet the standard</td>
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<td>5</td>
<td>Not applicable/Insufficient data</td>
<td>E</td>
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**CLASSROOM DYNAMICS:**

| 1. | Orientation to course provides sufficient preparation to perform online course activities. |
| 2. | Online course content is easily accessed in course website. |
| 3. | Course website presents subject matter clearly and thoroughly. |
| 4. | Organizes class activities effectively. |
| 5. | Creates a supportive learning environment. |
| 6. | Generates interest and student participation. |
| 7. | Invites and encourages communications with students. |
| 8. | Responds to student communications within established guidelines in syllabus. |
| 9. | Invites students to express their opinions. |
| 10. | Gives clearly defined assignments consistent with course content. |
| 11. | Gives feedback on exams and assignments within established guidelines in syllabus. |
| 12. | Meets and dismisses on-campus classes punctually. |

**Rating:**

<table>
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</table>

**Scantron Code:**

A B C D E
14. Treats students ethically, courteously, and fairly.

FAIRNESS:
15. Grades according to outlined criteria.

16. Demonstrates respect, courtesy, and fairness to all students.

17. Makes an effort to help students succeed.

18. **Give your overall evaluation of the instructor.**

*Please answer Yes or No:*

19. Was a syllabus and course outline, including written expectations and grading criteria, distributed or made available at the beginning of the term?

Scantron Code: A

\[ \text{Yes} \quad \text{No} \]

B

\[ \text{Yes} \quad \text{No} \]

20. Do you feel that this course meets your educational goals?

\[ \text{Yes} \quad \text{No} \]

21. Would you recommend this professor to a friend?

\[ \text{Yes} \quad \text{No} \]

---

*For the following questions, please include specific examples and suggestions. (If a Scantron sheet is being used, write your responses on the back of the Scantron sheet.)*

A. What has this professor done especially well in teaching this course?

B. How might this professor improve this course and the class interactions?

---

Distribution:
Faculty Member – Summary
Division Office
Human Resources - Summary

7/08
The portfolio serves as a way of documenting the performance of those responsibilities that the institution expects of a faculty member. Each professor’s portfolio will be unique and will vary according to what is appropriate for each teaching discipline. It is expected that as the professor moves through the evaluation process the nature and extent of the portfolio will change according to the individual’s experience. The portfolio should include contributions in each of the areas identified below.

Each evaluation team will evaluate the appropriateness of the materials submitted according to criteria deemed important for the teaching discipline. When the self-evaluation is included, it is expected that this section of the portfolio will demonstrate commitment to individual growth.

Rating:
1. Performance exceeds the standard (Used to commend the recipient for performance above the expected)
2. Performance meets the standard (Used to acknowledge satisfactory performance of duties and responsibilities)
3. Improvement recommended (Used to warn the recipient that performance is below what is expected)
4. Performance does not meet the standard (Used for unacceptable performance)
5. Not applicable/insufficient data

Any rating other than ‘Performance meets the standard’ (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in “comments” space provided.

BASIC ASSIGNMENT:

A. Teaching: Evidence of adequate classroom preparation
required of all professors with teaching assignments – including:
- Course syllabi for each preparation
- Course outlines for each preparation
- A copy of an exam for each preparation. (Final Exams required the 2nd year)
- Sample of lecture/lab notes for each preparation
- Sample of assignments and/or handouts for each preparation

Comments:
Non-Teaching: Evidence of adequate preparation – including:
- Sample of activities and/or handouts
- Other appropriate documentation

Comments:

Rating: 1 2 3 4 5

B. Evidence of professional activities:
(in Year 2 evaluation, Team members will review Yearly Report of Supplemental Hours, form H.11)
- Campus involvement

Comments:

Rating: 1 2 3 4 5

C. Self-Evaluation (In Year 2, review Self-Evaluation – Faculty, Form H.6)

Comments:

Rating: 1 2 3 4 5

D. Overall Summary of Probationary Faculty Portfolio Evaluation

Comments:

Rating: 1 2 3 4 5

Distribution
Faculty Member
Division Office
Human Resources

8/04; 7/05; 7/06; 7/08;

• Faculty Contract • July 1, 2011 – June 30, 2014 •

Page 138 •
H.4.a: CLASSROOM

- Classroom Visitation Evaluation
- Mt. San Antonio College

Professor: ___________________________ Date & Time of Visit: ___________________________
Department: _________________________ Subject Taught: ________________________________
Observer: __________________________

Rating:
1. **Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
2. **Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
3. **Improvement recommended** (Used to warn the recipient that performance is below what is expected)
4. **Performance does not meet the standard** (Used for unacceptable performance)
5. **Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

A. **Classroom Dynamics**
- Encourages student participation by inviting questions, allowing students to problem-solve, or encouraging feedback during class session
- Listens attentively and gives explanation to student with clarity and in a non-threatening manner
- Verbal and written expressions and physical demeanor set a tone for a classroom environment that promotes the learning process.
- Demonstrates awareness and/or sensitivity to cultural, ethnic, and gender differences in communication with class members.
- Presents a positive, professional image.
- Communicates effectively orally and in writing.
- Demonstrates effective classroom management skills.

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<tr>
<td>Rating:</td>
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</tbody>
</table>

Comments:
B. Teaching Strategies and Techniques
- Provides a safe environment for student participation that is conducive to the learning process.
- Information presented is accurate and compliant with current course outline and/or syllabus.
- Embellishes lecture/discussion by providing relevant information from sources other than textbook, if appropriate.
- Presents content or uses a format organized in a logical sequence.
- Encourages critical, evaluative thinking, questioning, and reasoning.
- Appropriately utilizes board, overheads, or other instructional aids to enhance lecture content.
- Distributes handouts or instructional materials that are appropriate to content being presented.
- Shows enthusiasm for the subject matter to encourage active student participation in learning.

Comments:

C. Class Preparation and Subject Matter Expertise
- Shows evidence of thorough preparation through presentation of course material.
- Materials chosen demonstrate academic rigor appropriate to level taught.
- Demonstrates subject matter expertise in course design.
- Demonstrates subject matter expertise in course delivery.

Comments:
D. Overall summary of Classroom Visitation

Narrative Summary of Classroom Events During the Presentation:

E. Comments by Professor: (optional)

F. Signatures:

Observer: ________________________________ Date: ________________________________

Professor: ________________________________ Date: ________________________________

Distribution:
Faculty Member
Division Office
Human Resources – Adjunct Faculty Only
8/04; 4/05; 7/05; 7/06; 7/08
H.4.b: CONSELOR

■ Counseling Visitation Evaluation ■
■ Mt. San Antonio College ■

Professor: ___________________________ Date & Time of Visit: ___________________________
Observer: ___________________________

Rating:
1. Performance exceeds the standard (Used to commend the recipient for performance above the expected)
2. Performance meets the standard (Used to acknowledge satisfactory performance of duties and responsibilities)
3. Improvement recommended (Used to warn the recipient that performance is below what is expected)
4. Performance does not meet the standard (Used for unacceptable performance)
5. Not applicable/insufficient data

Any rating other than ‘Performance meets the standard’ (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in “comments” space provided.

Counselor:

A. Encourages student participation by inviting questions, allowing students to problem-solve or encouraging feedback during counseling session.

B. Listens attentively and gives explanations to students with clarity and in a non-threatening manner.

C. Uses verbal expressions and physical demeanor to set a tone for a counseling session that positively promotes the counseling process.

D. Demonstrates awareness and/or sensitivity to cultural, ethnic, and gender differences in communication.

E. Presents a positive, professional image.

F. Develops and utilizes effective techniques in educational, career and personal counseling.

G. Is honest and fair with students.

H. Presents information that is accurate and relevant.

I. Assists students in clarifying goals and decision making.

J. Uses technology as an aid in counseling.

K. Demonstrates knowledge of academic policies and current career information.

L. Overall Summary of Counseling Visitation.
M. Narrative Summary of Counseling Events During the Session

N. Comments by Professor (Optional)

O. Signatures:

Observer: ____________________________ Date: ____________________________

Professor: ____________________________ Date: ____________________________

Distribution:
Faculty Member - Summary
Division Office
Human Resources - Summary

7/06; 7/08
H.4.c. CLASSROOM - DL

■ Classroom Visitation Evaluation of Distance Learning Faculty
■ Mt. San Antonio College ■

Professor: __________________________ Date & Time of Visit: __________________________

Department: __________________________ Subject Taught: __________________________

Observer: __________________________

If assistance is needed with this Evaluation please contact the Dean, Library and Learning Resources, x5658.

Rating:
1  Performance exceeds the standard (Used to commend the recipient for performance above the expected)
2  Performance meets the standard (Used to acknowledge satisfactory performance of duties and responsibilities)
3  Improvement recommended (Used to warn the recipient that performance is below what is expected)
4  Performance does not meet the standard (Used for unacceptable performance)
5  Not applicable/insufficient data

Any rating other than ‘Performance meets the standard’ (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in “comments” space provided.

A. CLASS DYNAMICS

• Presents a positive, professional image in face-to-face meetings and/or in course website.

• Course website sets a tone for a class environment that promotes the learning process.

• Encourages student communications and interactions in the course website.

• Organizes class activities effectively.

• Communicates effectively in course website.

• Communicates effectively in face-to-face meetings.

• Demonstrates respect, courtesy and fairness with all students.

• Conducts interactions with students in a non-threatening manner.

Comments:
B. Teaching Strategies and Techniques

- Provides a safe environment for student participation that is conducive to the learning process.
- Information presented is accurate and compliant with current course outline and/or syllabus.
- Embellishes course content/discussion by providing relevant information from sources other than textbook, if appropriate.
- Presents content or uses a format organized in a logical sequence.
- Encourages critical, evaluative thinking, questioning, and reasoning.
- Appropriately utilizes online activities to enhance course content.
- Online course content is easily accessed in course website.

Comments:

C. Class Preparation and Subject Matter Expertise

- Shows evidence of thorough preparation through content presented in course website.
- Activities chosen demonstrate academic rigor appropriate to level taught.
- Subject matter expertise is reflected in course website.
- Course delivery agrees with Methods of Instruction listed in Distance Learning Course Amendment Form for this course.

Comments:

D. Overall Summary of Classroom Visitation

- Faculty Contract  •  July 1, 2011 – June 30, 2014  •  

Rating: 1 2 3 4 5
E. Comments by Professor: (optional)

F. Signatures:

Observer: ______________________________ Date: ______________________________

Professor: ______________________________ Date: ______________________________

Distribution:
Faculty Member
Division Office
Human Resources – Adjunct Faculty Only
7/08
H.5: ADMINISTRATIVE

Faculty Administrative Evaluation
Mt. San Antonio College

Professor: ___________________________ Date: ___________________________
Department: ___________________________

☐ Probationary Faculty, Completing Year: [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] Tenured Faculty

A. Instructions:
Administrative comments should address the following if information is available:
1. Active participation in curriculum development
2. Compliance with course outline/teaching competence
3. Competence in discipline
4. Interactions with students/colleagues
5. Promptness with deadlines
6. Availability/meeting obligations
7. Involvement in total program of the College

B. Administrator's Comments:

C. Overall Rating: (for regular faculty, use ratings of 2 – 4 only)
☐ 1 Performance exceeds the standard (Used to commend the recipient for performance above the expected)
☐ 2 Performance meets the standard (Used to acknowledge satisfactory performance of duties and responsibilities)
☐ 3 Improvement recommended (Used to warn the recipient that performance is below what is expected)
☐ 4 Performance does not meet the standard (used for unacceptable performance)

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

D. Signatures:

Administrator: ___________________________ Date: ___________________________
Professor: ___________________________ Date: ___________________________

E. Comments by Professor (optional):

Distribution:
Faculty Member
Division Office
Personnel File
8/04; 7/05; 7/06; 7/08; 7/11

• Faculty Contract • July 1, 2011 – June 30, 2014 •

* Page 147 *
H.6: SELF EVALUATION

Adjunct X  Prob. X  Regular X  Dept. Chair 

Professor: ____________________________ Date: ____________________________

Department: ____________________________

☐ Adjunct Faculty  ☐ Probationary Faculty, Completing Year: ☐ 1  ☐ 2  ☐ 3  ☐ 4  ☐ Tenured Faculty

The self-evaluation report and yearly report of supplemental hours must be submitted WITHIN TWO WEEKS FOLLOWING THE END OF THE SPRING SEMESTER.

A. Evaluation tools used:

Self (required): ☐  Student (required): ☐  Peer (required): ☐

Manager: ☐  Support: ☐  Classroom: ☐

B. Summary of student evaluations/summary of classroom evaluations by peers (include sample comments):

Areas of excellence: ____________________________ Areas for improvement: ____________________________

C. I will be working on the following self and professional improvement items in the _______ - _______ academic year. (List your top 1 - 5 goals)

Goals & Objectives: ____________________________ Action Plan: ____________________________

D. I need the following assistance:

☐ Equipment, support, conferences, training, etc.

☐ The Dean, Associate Dean, or Department Chair can give me assistance by:

E. Signatures:

Professor: ____________________________ Date: ____________________________

Dean or Designee: ____________________________ Date: ____________________________

F. Professor Comments:

Distribution:
Faculty Member
Division Office
Human Resources
8/03; 7/05; 7/06; 7/08

* Faculty Contract * July 1, 2011 – June 30, 2014 *
H.7.a: SUMMARY

- Probationary Faculty Evaluation Summary
- Mt. San Antonio College

Professor: ______________________________ Date: __________________
Department: __________________ Completing Year: □ 1 □ 2 □ 3 □ 4

Rating:
1. Performance exceeds the standard (Used to commend the recipient for performance above the expected)
2. Performance meets the standard (Used to acknowledge satisfactory performance of duties and responsibilities)
3. Improvement recommended (Used to warn the recipient that performance is below what is expected)
4. Performance does not meet the standard (Used for unacceptable performance)
5. Not applicable/insufficient data

Any rating other than ‘Performance meets the standard’ (#2) must be accompanied by an explanatory remark by the evaluator.

A rating of "Performance does not meet the standard" in any category may be sufficient grounds for not recommending retention.

A. PEER EVALUATION SUMMARY
Team Comments (mandatory):

Rating:  1  2  3  4  5

B. STUDENT EVALUATION SUMMARY
Team Comments (mandatory):

Rating:  1  2  3  4  5

C. PORTFOLIO EVALUATION SUMMARY
Team Comments (mandatory):

Rating:  1  2  3  4  5

D. CLASSROOM VISITATION EVALUATION SUMMARY, if applicable
Team Comments (mandatory):

Rating:  1  2  3  4  5

E. COUNSELING VISITATION EVALUATION SUMMARY, if applicable
Team Comments (mandatory):

Rating:  1  2  3  4  5

F. ADMINISTRATIVE RESPONSIBILITIES EVALUATION
Team Comments (mandatory):

Rating:  1  2  3  4  5

G. FACULTY SELF-EVALUATION & YEARLY REPORT OF SUPPLEMENTAL HOURS

Rating:  1  2  3  4  5

H. OVERALL SUMMARY OF EVALUATION

Rating:  1  2  3  4  5

I. PRESCRIPTIVES and RECOMMENDATIONS □ None □ Form 7.H.b. (attached)
I. EVALUATION TEAM RECOMMENDATION

<table>
<thead>
<tr>
<th>YEAR</th>
<th>WE RECOMMEND</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>We recommend that the District enter into a contract for a second academic year. We do not recommend that the District employ this employee for the following academic year. One year temporary position — no recommendation required.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>We recommend that the District enter into a contract for the third and fourth academic years. We do not recommend that the District employ this employee for the following academic year.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Completing 3rd year of 3rd &amp; 4th Year contract. No recommendation needed.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>We recommend that the District employ this employee as a tenured employee. We do not recommend that the District employ this employee as a tenured employee.</td>
<td></td>
</tr>
</tbody>
</table>

J. SIGNATURES:

Team Faculty Member  
Team Faculty Member  
Team Faculty Member  
Team Faculty Member  
Dean or Associate Dean/Director

I have seen this evaluation summary and have discussed it with the evaluation team.

Professor Signature  
Professor Name  
Date

K. REVIEW OF EVALUATION AND RECOMMENDATION:

Vice President  
President  

☐ Agree  ☐ Disagree  ☐ N/A

☑ Agree  ☐ Disagree  ☐ N/A

BOARD ACTION:  ☐ Employ  ☐ Not Employ  

Date

Distribution:
Faculty Member
Division Office
Human Resources

8/04; 7/05; 7/06; 7/08
Recommendations and Prescriptives

Mt. San Antonio College

Professor: ___________________________ Date: ___________________________

Department: __________________________

Probationary Faculty, Completing Year: □ 1 □ 2 □ 3 □ 4

A. Recommendations:
The evaluation team offers the following recommendations for improvement:

B. Prescriptives:
The evaluation team prescribes the following activities in order for the professor to acquire the skills and behaviors needed to achieve a competent and adequate performance:

<table>
<thead>
<tr>
<th>Prescribed Activities</th>
<th>Expected Outcomes</th>
<th>To be completed by (date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Signatures:

Team Faculty Members: ____________________________________________

_________________________________________ Date: _________________

Administrator: __________________________________________

_________________________________ Date: _________________

Professor: __________________________________________

_________________________________________ Date: _________________

Distribution:
Faculty Member
Division Office
Human Resources
8/04; 7/05; 7/06
H.7.c: SUMMARY:
RESPONSE to Rx

- Response to Prescriptives
- Mt. San Antonio College

Professor: ___________________________ Date: ___________________________
Department: ___________________________
Probationary Faculty, Completing Year: [ ] 1 [ ] 2 [ ] 3 [ ] 4

A. Professor’s Response to Prescriptives: (Submitted upon completion of prescribed activities)
Professor: ___________________________ Date: ___________________________

B. Evaluation Team Response:
Comments:

The professor (check one) [ ] has [ ] has not satisfactorily addressed the prescriptive conditions applied in the prior evaluation period.

C. Signatures:

Team Faculty Members:
__________________________
__________________________
__________________________

Date: ___________________________
Date: ___________________________
Date: ___________________________

Division Administrator:
__________________________
__________________________

Date: ___________________________
Date: ___________________________

Professor: ___________________________

Distribution:
Faculty Member
Division Office
Vice President of Instruction
Human Resources
8/04; 7/05/; 7/06; 7/08
Adjunct Faculty Summary
Mt. San Antonio College

Professor: __________________________ Date: __________________________

Department: __________________________

Rating:
1 Performance exceeds the standard (Used to commend the recipient for performance above the expected)
2 Performance meets the standard (Used to acknowledge satisfactory performance of duties and responsibilities)
3 Improvement recommended (Used to warn the recipient that performance is below what is expected)
4 Performance does not meet the standard (used for unacceptable performance)
5 Not applicable/insufficient data

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

A. Instructions:
Comments should address relevant topics from student evaluations and classroom visitations, administrative responsibilities, review of syllabi and topical outlines, and documented student complaints relevant to teaching assignments.

B. Comments:

C. Signatures:

Department Chair: __________________________ Date: __________________________

Professor: __________________________ Date: __________________________

D. Comments by Professor (optional):

E. Reviewed by:

Division Administrator: __________________________ Date: __________________________

Distribution:
Faculty Member
Division Office
Human Resources
8/04; 4/05; 7/05; 7/06
H.9: REGULAR FACULTY SUMMARY

- Regular Faculty Summary Evaluation
- Mt. San Antonio College

Professor: __________________________ Date: __________________________

Department: __________________________

A. Summarize the progress made on goals and objectives from years 1 and 2:

B. Summarize Self Evaluation Findings from years 1 and 2:

C. Summarize all Yearly Reports of Supplemental Hours for the previous three years:

D. Signature:

Professor __________________________ Date __________________________

E. Reviewed by:

Division Administrator __________________________ Date __________________________

Distribution:
Faculty Member
Division Office
Human Resources
8/04, 4/05, 7/05; 7/06; 7/08
Department Chair Evaluation Report  (Administrative Evaluation)  ■
■ Mt. San Antonio College ■

Department: ___________________________________________  Date: __________________________

Name(s): ___________________________________________  Division: __________________________

Rating:
1  Performance exceeds the standard  (Used to commend the recipient for performance above the expected)
2  Performance meets the standard  (Used to acknowledge satisfactory performance of duties and responsibilities)
3  Improvement recommended  (Used to warn the recipient that performance is below what is expected)
4  Performance does not meet the standard  (used for unacceptable performance)
5  Not applicable/insufficient data

Any rating other than ‘Performance meets the standard’ (#2) must be accompanied by an explanatory remark by the evaluator. Remarks or specific suggestions for change optional in “comments” space provided.

A. ADMINISTRATIVE RESPONSIBILITIES

Rating: 1  2  3  4  5

- Gathers, organizes, and analyzes information and data to prepare required reports.
- Utilizes established formats in preparing reports.
- Meets College timelines for submission of required reports and requests for resources.
- Submits course schedules and adjustments in accordance with established priorities and contract limits.
- Reviews, revises, and updates course outlines of record for all courses within the department, following established College procedures.
- Oversees, coordinates, develops, and provides for departmental approval of new course offerings within the department.

ADMINISTRATIVE RESPONSIBILITIES SUMMARY:

Comments: ___________________________________________

B. AVAILABILITY

Rating: 1  2  3  4  5

- Regularly holds department chair office hours.
- Regularly meets with the division dean regarding department issues, budgets, and planning agendas.
- Serves as initial contact to address student requests and complaints.
- Responds appropriately and in accordance with the law with parents, other relatives, friends, or any person or agency regarding individual student issues.
- Represents the department at division, advisory, and campus committee meetings.
- Is accessible to students, staff, and division administrators the week prior to the start of the primary terms.

AVAILABILITY SUMMARY:

Comments: ___________________________________________
C. **COMPLIANCE WITH POLICIES**

- Adheres to all faculty evaluation procedures and timelines.
- Participates in full time faculty and staff recruitment, hiring, assignment, orientation, and evaluation processes; represents the department in the development of position requests, hiring announcements, and the selection process for faculty recruitments.
- Facilitates the assignment of department members to serve on tenure evaluation committees and participates in the tenure evaluation committees for all probationary faculty within the department.
- Reviews and updates curriculum as needed to maintain articulation agreements with other academic institutions, advisory committees, and other professional and occupational committees and organizations.
- Facilitates collaborative curriculum review and approval processes according to established procedures.
- Maintains a respectful working relationship with faculty and classified staff.
- Assists and advises the division administrators in the implementation of College policies and procedures within the department.
- Conducts and organizes the recruitment, maintenance of an adjunct pool, hiring, orientation, assignment, and evaluation of adjunct faculty within the Department, adhering to all faculty evaluation procedures, guidelines, and timelines.

**COMPLIANCE SUMMARY:**

Comments:

D. **LEADERSHIP**

- Facilitates monthly meetings that encourage collaborative department decision-making and response to College initiatives.
- Regularly brings department business as well as college-wide issues and directions to department meetings for discussion.
- Facilitates the collaborative development, revision, and monitoring of student learning and general education outcomes for both courses and programs annually with the aid and consent of department members.

**LEADERSHIP SUMMARY:**

Comments:

E. **PROMPTNESS**

- Submits required reports (including scheduled course offerings, PIE, and adjunct evaluation summaries) within established timelines.
- Submits department reviewed and approved curriculum within established timelines.
- Adheres to all faculty evaluation timelines.

**PROMPTNESS SUMMARY:**

Comments:

F. **RESPONSIBILITY**

- Monitors department budgets, needs, equipment, and supplies.
- Represents department issues, priorities, and planning agenda to the division and the campus.

- Faculty Contract  •  July 1, 2011 – June 30, 2014  •  Page 156
• Organizes and facilitates department meetings that keep faculty in the department informed on departmental as well as college-wide issues.

• Performs such other duties and responsibilities that require department involvement as are mutually agreed to by the department chair and the division dean.

RESPONSIBILITY SUMMARY:

Comments:

G. OVERALL SUMMARY OF DEPARTMENT CHAIR EVALUATION

Comments:

Rating: 1 2 3 4 5

H. COMMENTS BY DEPARTMENT CHAIR(S) [optional]:

I. SIGNATURES:

Signature of Evaluator:

Division Administrator

Signature of Evaluatee(s):

Department Chair or Co-chair(s)

Date

Department Co-Chair(s)

Date

Reviewed by:

Appropriate Vice President

Date

Distribution
Department Chair(s)
Division Office
Vice President of Instruction
Human Resources
8/04, 7/05; 7/06; 7/08; 4/11
**H.11: SUPPLEMENTAL HOURS**

- Yearly Report of Supplemental Hours
- Mt. San Antonio College

Professor: ___________________________ Date: ___________________________

Every full-time unit member teaching 30 LHE or 36 LHE is required to spend an average of 6 hours per week (192 hours per year) engaged in activities that are directly related to the unit member’s assignment or which bring a benefit to the College. Faculty with reassigned time or partial teaching assignments shall adjust the supplemental hours proportionate to their classroom teaching load.

Please describe your involvement in the following categories including frequency of meetings and/or estimation of hours. The activities you list should collectively account for your supplemental hours requirement. Do not include overload teaching assignments or activities for which you were awarded a stipend as per Appendices B, D, and E of the current contract. It is not necessary to have involvement in every category.

**DUE DATE:** This form must be submitted to your Division Office within two weeks following the end of the Spring Semester. Academic Year ______-______

<table>
<thead>
<tr>
<th>Involvement/Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation on Department Committees</td>
</tr>
<tr>
<td>Participation on Campus-wide Committees</td>
</tr>
<tr>
<td>Curriculum Development</td>
</tr>
<tr>
<td>Student Learning Outcomes</td>
</tr>
<tr>
<td>General Education Outcomes</td>
</tr>
<tr>
<td>Professional development (e.g., coursework, seminars, workshops)</td>
</tr>
<tr>
<td>Conference Attendance</td>
</tr>
<tr>
<td>Grant and Award Applications</td>
</tr>
<tr>
<td>Participation in Student Life or student clubs</td>
</tr>
<tr>
<td>Attendance at Mt. SAC student events (including mandatory attendance at graduation)</td>
</tr>
<tr>
<td>Participation in Organizations related to my assignment</td>
</tr>
<tr>
<td>Participation at business/community events related to my assignment</td>
</tr>
<tr>
<td>Review of Literature related to my assignment</td>
</tr>
<tr>
<td>Faculty Evaluations</td>
</tr>
<tr>
<td>Other appropriate activities</td>
</tr>
</tbody>
</table>

Revised 7/05; 7/06; 7/07; 7/08; 7/11
H.12: PROBATIONARY
FACULTY TEAM
RESPONSIBILITIES

Professor: ___________________________ Date: ___________________________

Department: ___________________________ Completing Year: □ 1 □ 2 □ 3 □ 4

Evaluation Team
Manager: ___________________________ Faculty: ___________________________

Evaluation Process

A. Classroom Visitations

Year 1: By the end of week 6 (fall semester) Year 3: By the end of fall semester
Year 2: By the end of week 12 (fall semester) Year 4: As needed

Assignments:
Team Member: ___________________________
Class/Activity: ___________________________

• Classroom visitations shall be announced and documented at least two (2) days prior to the visit. (18.A.2.)
• Observation of the faculty member's educational activities will be followed as promptly as possible by consultation or written communication in order to discuss the observation. (18.G.3.)

B. Student Evaluations

Year 1: By the end of week 12 (fall semester) Year 3: By the end of fall semester
Year 2: By the end of week 12 (fall semester) Year 4: As needed

Assignments:
Team Member: ___________________________
Class/Activity: ___________________________

• Faculty Contract - July 1, 2011 – June 30, 2014 •
C. Portfolio Evaluation (Please indicate team members responsible for portfolio review.)

| Year 1: By the end of week 12 (fall semester) | Year 3: Not applicable |
| Year 2: By the end of week 12 (fall semester) | Year 4: As needed |

Assignments:

<table>
<thead>
<tr>
<th>Team Member</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. Peer Evaluations

To be completed by the end of the fall semester. (Recommended by week 12.)

Responsible Team Member: ____________________________

E. Administrative Evaluation

To be completed by the end of the fall semester.

Responsible Team Member: ____________________________

F. Summary Evaluation

To be completed by the evaluation team.

Includes:

- Peer evaluation summary,
- Student evaluation summary,
- Portfolio evaluation summary (years 1 and 2),
- Classroom visitation summary (if applicable),
- Counseling visitation summary (if applicable),
- Administrative responsibilities evaluation,
- Faculty self-evaluation, and
- Yearly report of supplemental hours.

Date and time: ____________________________

| Year 1: By the end of the fall semester | Year 3: By the end of week 6 of the spring semester |
| Year 2: By the end of the fall semester | Year 4: By the end of the fall semester |

G. Responses to Prescriptions (if applicable)

Must be addressed in writing by the probationary faculty member and the evaluation team must respond before completing the subsequent year evaluation.

H. Evaluation Conference

Date and time: ____________________________

| Year 1: By the end of the fall semester | Year 3: By the end of week 6 of the spring semester |
| Year 2: By the end of the fall semester | Year 4: By the end of the fall semester |
I. SIGNATURES:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Probationary Faculty Member</td>
<td></td>
</tr>
<tr>
<td>Administrator</td>
<td></td>
</tr>
<tr>
<td>Team Member</td>
<td></td>
</tr>
<tr>
<td>Team Member</td>
<td></td>
</tr>
<tr>
<td>Team Member</td>
<td></td>
</tr>
<tr>
<td>Team Member</td>
<td></td>
</tr>
</tbody>
</table>

Distribution:
Faculty Member
Division Office
Personnel File
**Appendix Ia: Reassigned Time Expectancies**

**Mt. San Antonio College**

<table>
<thead>
<tr>
<th>Adjunct</th>
<th>Prob.</th>
<th>Regular</th>
<th>Dept. Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Professor: ___________________________ Date: ___________________________

Manager of Reassigned Time: ___________________________

Manager of Professor’s regular assignment: ___________________________

Reassignment began: ___________________________ Anticipated end date: ___________________________

Title of Reassignment: ___________________________ Reassigned LHE: ______ Weekly Hours of a 40-hour work week: ______

The appropriate manager will meet with the faculty member to develop and mutually agree to a list of performance expectancies relevant to this assignment and complete this form prior to the end of the second week of the fall semester.

**Purpose of Reassignment:**

Weekly/Monthly Schedule of Activities:

Specific Objectives with Planned Timelines:

Expected Measurable Outcomes:

**Signatures:** (Approval requires signatures from all affected managers.)

Professor: ___________________________ Date: ___________________________

Manager: ___________________________ Date: ___________________________

Manager: ___________________________ Date: ___________________________

Manager: ___________________________ Date: ___________________________

**Distribution:**

Division Office
Personnel file
Appropriate Vice President
Faculty Association President
Academic Senate President (as appropriate)
8/04, 4/05, 7/05; 7/06; 7/08; 07/11

* Faculty Contract  * July 1, 2011 – June 30, 2014  *

* Page 162  *
Appendix Ib: Reassigned Time Evaluations
Mt. San Antonio College

Professor: ________________________________ Date: ________________________________

Manager of Reassigned Time: ________________________________

Manager of Professor’s regular assignment: ________________________________

The evaluation of the reassignment will be completed by the appropriate manager no later than the end of the tenth week of the spring semester.

Comments are required for any area that the faculty member “did not meet” the expectations.

Review of the faculty Reassignment:

Faculty member  ☐ met  ☐ did not meet  his/her weekly/monthly purpose of reassignment.

Comments: ________________________________

Faculty member  ☐ met  ☐ did not meet  his/her weekly/monthly schedule of activities.

Comments: ________________________________

Faculty member  ☐ met  ☐ did not meet  his/her specific objectives with planned timelines.

Comments: ________________________________

Faculty member  ☐ met  ☐ did not meet  his/her expected measurable outcomes.

Comments: ________________________________
Upon review of stated expectancies and observed results, I □ do □ do not recommend this faculty for a continuation of reassignment.

Comments:

Faculty Comments:

Comments:

Manager of Reassigned Time: _______________________________ Date: __________
Professor: _______________________________ Date: __________

Distribution:
Division Office
Personnel file
Appropriate Vice President
Faculty Association President
Academic Senate President (as appropriate)
8/04, 4/05, 7/05; 7/06; 7/08; 07/11
Appendix J: Documentation of Student Complaint

Mt. San Antonio College

Date: ____________ Time: ____________

Student Name: ___________________________ ID#: ___________________________

Contact #: Phone (______) Cell (______) Ext. ___________________________

E-mail: ____________________________

Faculty Member: ___________________________ Ext. ___________________________

Class: ____________________________ Meets (Day/Time): ___________________________

Initial information taken by: ___________________________

1. Summary of problem:

2. Student’s request made to resolve problem:

3. Faculty member’s perspective:

   Date contacted: ____________________________ via: ☐ e-mail ☐ phone ☐ other ____________

   Date of response: ____________________________

4. Follow-up with student: Date: ____________ Form of contact: ____________ by: ____________________________

5. Follow up with faculty member (if applicable):

   Copy sent to:
   ☐ Faculty Member
   ☐ Dept. Chair

   4/05; 7/05; 7/06

   Faculty Contract • July 1, 2011 – June 30, 2014
Appendix K: Petition to Meet Faculty Contract Load Assignment During Winter Intersession

Faculty Name (please print)_________________________________________________________

E-mail__________________________________________ Phone ext.__________ Alt. Phone.(_______)

Department_________________________________________ Division________________________

Dean: _____________________________________________________________________________

Guidelines:
• Up to 3 LHE assigned during the winter intersession may be applied toward fall semester load.
• Up to 6 LHE assigned during the winter intersession may be applied toward spring semester load.
• A maximum of 9 LHE may be scheduled for the winter intersession.
• No guarantee can be made that overload or intersession classes will be available.
• This proposed plan must be submitted by the end of the second week of fall semester.
• Any cancellation of planned classes occurring after week 2 of fall semester may invalidate the plan and require submittal of an amended plan.

Proposed Plan for Meeting My Faculty Contract Load Assignment

For One Academic Year: 20____ - 20____

<table>
<thead>
<tr>
<th>Semester/Intersession</th>
<th>Year</th>
<th>Contract LHE (must total 30 for the contract year)</th>
<th>Overload LHE (optional)</th>
<th>Semester/Term Total LHE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter Intersession</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: __________________________________________________________________________

Must total 30 for the contract year

Submitted by: ___________________________________________ Date: __________________

Faculty Signature

Approved by: ___________________________________________ Date: __________________

Dean or Associate Dean Signature

Distribution of Forms:
Division Office (original)
Please make copies and send to:
☐ Faculty Member
☐ Human Resources
☐ Payroll
☐ Dean of Instructional Services

Instruction Office: March 2006; June 2007

• Faculty Contract • July 1, 2011 – June 30, 2014 •
Article 21: Dispute Process
Appendix L: Dispute Resolution – Step 1 – Informal

Disputant’s Name: ___________________________ Date: ____________
Contact #:    Phone: ___________________________ Email: ______________
Immediate Supervisor: ________________________ Ext.: ____________
Person against whom dispute is filed: ________________ Ext.: ____________

INSTRUCTIONS: This form must be filed with the disputer’s Immediate Supervisor and the Office of Human Resources within 30 working days of the alleged act.

Please note that alleged violations of the Faculty Agreement must be filed as outlined in Article 20 – Grievance Procedure.

1. When applicable, indicate the specific rule, regulation, law, or alleged act violated (Board Policy, Administrative Proce. Education Code, etc.):

2. Briefly describe the nature of the conflict (include names and dates):

3. Clearly describe the remedy you seek in resolution of this dispute:

4. Signature: ___________________________ Date: ____________

5. Outcome:
   [ ] Resolved
   [ ] Not Resolved – The District will provide the disputer and the Faculty Association with written documentation of the informal meeting within seven (7) working days of the meeting.

• Faculty Contract • July 1, 2011 – June 30, 2014 • Page 167 •
Article 20: Grievance Process

Appendix M.1: Grievance Level 2 – Mediation

Grievant’s Name: ___________________________ Date: ________________
Contact #: Phone: ___________________________ Email: ________________
Classification: ____________________________

**GRIEVANT TO COMPLETE:**

**INSTRUCTIONS:** The grievant must file this form with the Office of Human Resources within 10 working days of the unresolved Level 1 – Informal process.

1. Indicate specific contract provisions which you believe have been violated.

2. Date of event creating grievance.

3. Date on which you learned that a violation of the specific provision of the Agreement had occurred.

4. Name of your immediate administrator.

5. Describe what actions you have taken to resolve the grievance. Be specific.

6. Statement of grievance:

7. Requested remedy.

8. Date unresolved Level 1 process concluded.

9. Grievant’s Signature: ___________________________ Date: ________________

---

* Faculty Contract • July 1, 2011 – June 30, 2014 *

* Page 168 *
HUMAN RESOURCES TO COMPLETE:

10. Copy of form sent to:
   - [ ] Faculty Association  [ ] Vice President, Human Resources  
   Date: __________

11. Members of Mediation Team:
   - Faculty Member – appointed by the Faculty Association

   Administrator – appointed by the District

12. Date of Mediation meeting (within 10 working days of establishment of Mediation Team).

13. Team Outcome

   [ ] Resolved  [ ] NotResolved  Date: __________

   * Faculty Contract  * July 1, 2011 – June 30, 2014  *  
   * Page 169  *
Article 20: Grievance Process
Appendix M.2: Grievance – Level 3 – Vice President

Grievant’s Name: ___________________________ Date: ___________________________
Contact #: Phone: __________________________ Email: __________________________
Classification: _____________________________

GRIEVANT TO COMPLETE:

INSTRUCTIONS: The grievant must file this form with the Office of Human Resources within 10 working days of the unresolved “Level 2 – Mediation” outcome. Please attach a copy of the “Level 2 – Mediation” form to this form.

I request that this grievance proceed to Level 3 – Vice President.
1. Date unresolved Level 2 process concluded.
2. Grievant’s Signature: ___________________________ Date: ___________________________

HUMAN RESOURCES TO COMPLETE:

3. Copy of form sent to:
   - Faculty Association   - Vice President, Human Resources Date: ___________________________
4. Appropriate Vice President: ___________________________
5. Parties involved: ___________________________
6. Meeting conclusion: ___________________________

☐ Resolved ☐ Not Resolved Date: ___________________________
7. Copy of this form sent (within 10 working days of the meeting conclusion) to:
   - Grievant   - Administrator Date: ___________________________
   - Faculty Association   - Vice President, Human Resources
   - President

* Faculty Contract * July 1, 2011 – June 30, 2014 *
Article 20: Grievance Process  
Appendix M.3: Grievance – Level 4 – President

GRIEVANT TO COMPLETE:

INSTRUCTIONS: The grievant must file this form with the Office of Human Resources within 10 working days of the unresolved "Level 3 – Vice President" outcome. Please attach a copy of the "Level 2 – Mediation" form and the "Level 3 – Vice President" form to this form.

I request that this grievance proceed to Level 4 – President.

1. Date unresolved Level 3 process concluded.

2. Grievant’s Signature: 

HUMAN RESOURCES TO COMPLETE:

3. Copy of form sent to:
   [  ] Faculty Association  [  ] Vice President, Human Resources

4. Date sent to President:

5. Parties involved:

6. Meeting conclusion:

    [  ] Resolved  [  ] Not Resolved  

7. Copy of this form sent (within 10 working days of the meeting conclusion) to:
   [  ] Grievant  [  ] Administrator
   [  ] Faculty Association  [  ] Vice President, Human Resources

* Faculty Contract  * July 1, 2011 – June 30, 2014  *  
* Page 171  *
The undersigned, Mt. San Antonio Community College District and the Mt. San Antonio College Faculty Association, Inc., CTA/NEA, hereby jointly agree to modify the 2011-2014 Agreement for the purpose of including changes resulting from Spring 2011 successor negotiations. The parties hereby jointly agree to the modifications which are incorporated into this Agreement.

IN WITNESS THEREOF the parties execute this Agreement on the 10th day of October, 2011, to become effective July 1, 2011.

For Board of Trustees:

Annette Loria  
Chairperson, Board Bargaining Team

For Faculty Association, Inc., CTA/NEA:

Jennifer Galbraith  
President, Faculty Association
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<th>Article</th>
<th>Page</th>
</tr>
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<td>10.3</td>
<td>33</td>
</tr>
<tr>
<td>67% Load Limit, Annual Work Load</td>
<td>10.A.4.</td>
<td>27</td>
</tr>
<tr>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Freedom, Faculty Evaluation Procedures</td>
<td>18.N.</td>
<td>83</td>
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