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

B. Strives to increase expertise in both teaching matter and teaching techniques (and/or counseling techniques, as applicable). Deals fairly and ethically with a diverse population of students.

C. Deals fairly and ethically with students. **Cultivates a supportive environment for students.**

D. Deals fairly and ethically with a diverse population of colleagues.

E. Keeps scheduled office hours, scheduled class times, and/or appointment times. **Works collaboratively with colleagues in the creation of department goals, planning agenda, assessment activities, and curriculum development.**
F. Participates in campus-wide activities. Demonstrates prompt/regular attendance at class meetings, adheres to scheduled dismissal times and keeps scheduled office hours.

G. Attends and participates in department meetings and department committees. Reasonably accessible to department through responses to colleagues.

H. Supports student activities. Demonstrates prompt/regular attendance at department meetings, department committee meetings, and college-wide meetings.

I. Overall summary of faculty peer evaluation. Involved reasonably in the total program of the college.

J. Overall summary of faculty peer evaluation.

K. Comments:

L. Signature
Observer: ____________________________________________________________________________ Date: __________

Distribution:
Faculty Member – Summary
Division Office
Human Resources – Summary
8/04; 7/05; 7/06; 7/08; 7/16
H.2.a: STUDENT

■ Student Evaluation ■
■ Mt. San Antonio College ■

Professor: ________________________________

Course Title: ________________________________ Reference #: ________________________________

Day/Date of Class: ________________________________ Time of Class: ________________________________

Rating:  
A  Strongly Agree  
B  Agree  
C  Disagree  
D  Strongly Disagree  
E  Not applicable/Insufficient data

Scantron Code: A  B  C  D  E

The Professor:

1. Presents subject matter clearly, thoroughly, and communicates ideas and concepts effectively. 

Scantron Code: A  B  C  D  E

2. Organizes class time effectively. 

Scantron Code: A  B  C  D  E

3. Creates a supportive learning environment. 

Scantron Code: A  B  C  D  E

4. Generates interest and student participation. 

Scantron Code: A  B  C  D  E

5. Gives clearly defined assignments. 

Scantron Code: A  B  C  D  E

6. Meets and dismisses classes punctually as scheduled. 

Scantron Code: A  B  C  D  E

7. Invites questions, listens attentively, and answers with clarity. 

Scantron Code: A  B  C  D  E

8. Is available to students outside the classroom as per the syllabus. 

Scantron Code: A  B  C  D  E

9. Enhances learning by providing relevant information from sources other than the textbook, when appropriate. 

Scantron Code: A  B  C  D  E

10. Makes the syllabus available at the beginning of the course, with clear grading criteria included. 

Scantron Code: A  B  C  D  E

11. Grades according to outlined criteria. 

Scantron Code: A  B  C  D  E

12. Appreciates and respects students' opinions; Treats a diverse population of students ethically, courteously, and fairly. 

Scantron Code: A  B  C  D  E

13. Returns exams and papers in a timely fashion. 

Scantron Code: A  B  C  D  E

14. Demonstrates sensitivity to the diversity of students. 

Scantron Code: A  B  C  D  E

15. Makes an effort to help students succeed. 

Scantron Code: A  B  C  D  E

16. Follows the course syllabus. 

Scantron Code: A  B  C  D  E

17. I recommend this professor to a friend. Overall, this professor is teaching the class well. 

Scantron Code: A  B  C  D  E
Answer the following questions on the back of your scantron.
(Please include specific examples and suggestions.)

A. What has the professor done especially well in teaching this course?
B. How might the professor improve this course?
C. Additional comments.

7/2016
H.2.b: STUDENT - ESL
- Student Evaluation: English as a Second Language Classes
- Mt. San Antonio College

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. The instructor is available during office hours, as listed on syllabus. ____________________________

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's lessons and directions are 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 polite 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 my homework relates to the work done in class. ____________________________

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 it is clear what is required to pass the class. ____________________________
22. In this class, I can say what I think: 

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>23. Did you receive a class-plan syllabus when you started in class?</td>
<td></td>
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<tr>
<td>24. Does this class help you learn English?</td>
<td></td>
<td></td>
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<tr>
<td>25. Would you recommend this instructor to a friend? Overall, this instructor is teaching the class well.</td>
<td></td>
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</tbody>
</table>

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

26. 

27. What does the instructor do well?

28. How can the instructor improve?

29. Additional Comments:

Distribution:
Faculty Member
Division Office
Human Resources
2014-2017 FACULTY CONTRACT

H.2.c: STUDENT - LIB

Adjunct Prob. Regular Dept. Chair
x x x

Student Evaluation – Reference Interview Librarian
Mt. San Antonio College

Professor/Librarian: __________________________ Date: __________________

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

Rating:  A  Strongly Agree
         B  Agree
         C  Disagree
         D  Strongly Disagree
         E  Not applicable/Insufficient data

Reference Interview
1. The librarian invites questions and answers them directly.
2. The librarian presents subject matter clearly and thoroughly.
3. The librarian creates a positive learning environment.
4. The librarian generates interest and student participation.

Fairness
5. Can be asked questions without becoming defensive.
7. The librarian treats students courteously and fairly.
8. The librarian makes an effort to help students succeed.

9-7. Did the librarian meet your information needs? My information needs were met.

10.8 Would you recommend this librarian to a friend? I would return to this librarian for assistance.

11. Did you learn something about the research process?

In this part, please include specific examples and suggestions:

A: What has the librarian done especially well in assisting you in your research?
How might the librarian improve the reference interview?

Additional Comments:

Distribution:
Faculty Member - Summary
Division Office
Human Resources - Summary
8/04; 8/05; 8/06; 7/08; 7/16
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

**Rating:**
- A. Strongly Agree
- B. Agree
- C. Disagree
- D. Strongly Disagree
- E. 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.
   *(moved down to Yes/No question)*

10. The counselor demonstrated sensitivity to my gender, disability, and multi-cultural concerns.
    *(when applicable)*

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. **I would return to this counselor for assistance.**

---

**Scantron Code:** Rating:
- A
- B
- C
- D
- E
Please answer Yes or No:

14. Do you feel that the counselor met your expectations? The counselor provided me
   with helpful information to make educational and career plans.
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?
   A

17. How might the counselor improve future counseling sessions?
   B

16. Additional Comments:
   C

Distribution:
Faculty Member - Summary
Division Office
Human Resources - Summary
8/06; 7/06; 7/16
2014-2017 FACULTY CONTRACT

H.2.e: STUDENT - DL

Student Evaluation of Distance Learning Faculty
Mt. San Antonio College

Adjunct Prob. Regular Dept. Chair
x x x

Professor: ________________________________________________

Course Title: ____________________________________________
Reference #: ____________________________________________

1. Orientation to course
   Provides students with sufficient preparation to perform online course activities.
   Scantron Code: A B C D E
   Rating: ________

2. Online course content is easily accessed in course website. Provides easy access to online course content through the course website.
   Scantron Code: A B C D E
   Rating: ________

3. Course website
   Presents subject matter clearly and thoroughly through the course website.
   Scantron Code: A B C D E
   Rating: ________

4. Organizes class activities effectively.
   Scantron Code: A B C D E
   Rating: ________

5. Creates a supportive learning environment.
   Scantron Code: A B C D E
   Rating: ________

6. Generates interest and student participation.
   Scantron Code: A B C D E
   Rating: ________

7. Invites and encourages communications with students.
   Scantron Code: A B C D E
   Rating: ________

8. Responds to student communications within established guidelines in syllabus.
   Scantron Code: A B C D E
   Rating: ________

9. Invites students to express their opinions related to course material.
   Scantron Code: A B C D E
   Rating: ________

10. Gives clearly defined assignments consistent with course content.
    Scantron Code: A B C D E
    Rating: ________

11. Gives feedback on exams and assignments within established guidelines in syllabus.
    Scantron Code: A B C D E
    Rating: ________
12. Meets and dismisses on-campus classes punctually as scheduled. (Hybrid class only)


14. Treats a diverse population of students ethically, courteously, and fairly.

13. 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. Overall, this professor is teaching the class well.

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?

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

21. Would you recommend this professor to a friend?

Scantron Code: A B

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?

C. Additional Comments:

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

7/08; 7/16
Please read each item carefully. Think about the professor in the lab today. Mark the box that shows your thoughts.

1. This professor seems happy to answer my questions.

2. This professor is clear and easy to understand.

3. This professor makes me feel welcome in the Language Learning Center.

4. This professor helps me understand why the Language Learning Center is useful.

5. This professor explains more than once, if asked.

6. This professor treats me with respect.

7. This professor is fair and polite.

8. This professor encourages me with my language study.

9. This professor provides help when asked.

10. Did this professor provide the help you asked for?

11. Would you recommend this professor to a friend?

12. Did you learn something about using the Language Learning Center?

In this part, please include specific examples and suggestions:

12. What did the professor do well?

13. How can the professor improve?
Distribution:
Faculty Member – Summary
Division Office
Human Resources - Summary

5/15; 7/16
### Classroom Visitation Evaluation

- **Mt. San Antonio College**

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<th>Adjunct</th>
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**Professor:** ___________________________  **Date & Time of Visit:** ___________________________

**Department:** ___________________________  **Subject Taught:** ___________________________

**Observer:** ___________________________

**Second Visit (For probationary faculty only):** [ ]

**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.

**This Professor:**

1. **Classroom Dynamics**
   - Encourages student participation by inviting questions, allowing students to problem-solve, or encouraging feedback during class session.
   - Listens attentively and gives explanations to students 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.
   - **Provides an environment for student participation that is conducive to the learning process.**
   - Demonstrates awareness and/or sensitivity to cultural, ethnic, and gender differences in communication with class members. **Treats a diverse population of students ethically, courteously, and fairly.**
   - Presents a positive, professional image.
   - Communicates effectively orally and in writing.
   - Demonstrates effective classroom management skills to promote learning and critical thinking.

**Comments:**

**Rating:**

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2. **Teaching Strategies and Techniques**
   - Provides a safe environment for student participation that is conducive to the learning process.

**Rating:**

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- **Presents** information presented **that** 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.

- **Communicates effectively in the classroom to promote learning and critical thinking.**

- Appropriately utilizes board, overheads, or other instructional aids **Employ various techniques/modalities** to enhance lecture content.

- Distributes handouts or instructional materials (if any) that are appropriate to content being presented.

- **Utilizes effective pedagogical techniques to enhance communication and promote learning and critical thinking.**

- Shows enthusiasm for the subject matter to encourage active student participation in learning. **Engages students in the learning process.**

**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. **Demosntrates subject matter expertise in course design. (rem ve stike otut)**

- Demonstrates subject matter expertise in course **instructional** delivery.

**Comments:**

---

**D. Overall summary of Classroom Visitation**

**Rating:** 1 2 3 4 5
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, 7/14; 7/16
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

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. Teaching Competencies
- Complies with course outline
- Develops and utilizes effective pedagogical techniques
- Prepares thoroughly for all class assignments
- Demonstrates competence in assigned subject matter

Rating: 1 2 3 4 5

Comments:

B. Professional Interactions
- Cultivates a supportive environment for students
- Adheres to ethical principles in interactions with a diverse population of students
- Adheres to ethical principles in interactions with a diverse population of staff and colleagues

Rating: 1 2 3 4 5

Comments:
C. **Promptness with deadlines**
   - **Prepares all records and reports accurately and completely and submits by the established deadline**
   - **Adheres to faculty evaluation procedures and timelines**
   Comments:

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D. **Availability and Meeting Obligations**
   - **Demonstrates prompt/regular attendance at all class meetings and adheres to scheduled dismissal times and keeps office hours**
   - **Fulfills obligations for involvement at department meetings, committee meetings and college wide meetings**
   - **Reasonably accessible to students including maintenance of scheduled office hours**
   - **Reasonably accessible and responsive to department and division**
   - **Works collaboratively with colleagues in the creation of department goals, the planning of agendas, assessment activities, and curriculum development**
   Comments:

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E. **Involvement (Service to the College)**
   - **Involved reasonably in the total program of the college including activities on campus and/or within the department**
   - **Involved regularly in professional development**
   Comments:

<table>
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<tr>
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F. **Administrator's Summary Comments:**

G. **Overall 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)

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.

II. Signatures:

Administrator: ___________________________ Date: ___________________________

Professor: ______________________________ Date: ___________________________

III. Comments by Professor (optional):

IV. Distribution:
Faculty Member
Division Office
Personnel File
8/04; 7/05; 7/06; 7/08;
7/11; 7/14; 7/16
### H.8: ADJUNCT SUMMARY

**Adjunct Faculty Summary**

**Mt. San Antonio College**

<table>
<thead>
<tr>
<th>Adjunct</th>
<th>Prob.</th>
<th>Regular</th>
<th>Dept. Chair</th>
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**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) **given in any evaluation category** must be accompanied by an explanatory remark by the evaluator.

**Instructions:**

In cases where the rating falls below "Performance meets the standard" (#2), evaluative comments shall identify Teaching Faculty Performance Expectancies applicable to adjunct faculty, as outlined in Article 18.K.2, in addition to relevant teaching performance issues documented in student evaluations, classroom visitations, and/or in student complaints. In addition the case of a rating of "Improvement recommended" (#3), specific suggestions for improvement shall be provided.

**A. Teaching Competence**

<table>
<thead>
<tr>
<th>Rating: 1 2 3 4 5</th>
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<tbody>
<tr>
<td>1. Complies with course outline.</td>
</tr>
<tr>
<td>2. Develops and utilizes effective pedagogical techniques</td>
</tr>
<tr>
<td>3. Prepares thoroughly for all class assignments</td>
</tr>
<tr>
<td>4. Demonstrates competence in assigned subject matter</td>
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</table>

**B. Professional Interactions**

<table>
<thead>
<tr>
<th>Rating: 1 2 3 4 5</th>
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<tbody>
<tr>
<td>1. Cultivates a supportive environment for students</td>
</tr>
<tr>
<td>2. Adheres to ethical principles in interactions with a diverse population of students</td>
</tr>
<tr>
<td>3. Adheres to ethical principles in interactions with a diverse population of colleagues</td>
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**C. Promptness with Deadlines**

<table>
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<tr>
<th>Rating: 1 2 3 4 5</th>
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<tbody>
<tr>
<td>1. Returns student exams and papers in a timely fashion</td>
</tr>
<tr>
<td>2. Prepares all records and reports accurately and completely and submits by the established deadlines</td>
</tr>
<tr>
<td>3. Adheres to faculty evaluation procedures and timelines</td>
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</tbody>
</table>

**D. Availability & Meeting Obligations**

<table>
<thead>
<tr>
<th>Rating: 1 2 3 4 5</th>
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<tbody>
<tr>
<td>1. Demonstrates prompt/regular attendance at all class meetings and adheres to scheduled dismissal times</td>
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<tr>
<td>2. Reasonably accessible to students as described in the syllabus</td>
</tr>
<tr>
<td>3. Reasonably accessible and responsive to department and division</td>
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</table>

**E. Overall Rating**

Rating: 1 2 3 4 5
F. Signatures:

Department Chair: ________________________________ Date: ________________________________

Division Administrator: __________________________ Date: ________________________________

Professor: ________________________________ Date: ________________________________

G. Comments by Professor (optional):

Distribution:
Faculty Member
Division Office
Human Resources
8/04; 4/05; 7/05; 7/06,
8/13; 7/14; 7/16

Draft Proposal