

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**FORMAL EVALUATION PROCEDURE PURSUANT TO ARTICLE 16 B**

**FORMAL EVALUATION SUMMARY**

(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: \_\_\_\_\_

During the initial conference, the evaluatee was given the opportunity to discuss the evaluation procedure and its possible results or the results of the formal evaluation summary with the Evaluator. This discussion took place on \_\_\_\_\_.

The results of this formal evaluation, its summary and all related support documents were discussed and provided to the Evaluatee on \_\_\_\_\_ (must be no later than December 15 for any formal evaluation during the fall semester and no later than May 15 for any formal evaluation during the spring semester).

The Evaluatee's performance is:

- satisfactory
- satisfactory with specific deficiencies
- unsatisfactory with specific deficiencies

Comments by the Evaluator:

The following specific deficiencies are cited:

If the formal evaluation summary cites specific deficiencies, the Evaluator shall schedule a meeting with the Evaluatee to discuss appropriate steps for improvement and shall give to the Evaluatee specific written recommendations for improvement. If the subsequent formal evaluation summary indicates that the deficiencies have been corrected, a written statement of such improvement shall be prepared and signed by the evaluator and attached to the earlier formal evaluation summary.

\_\_\_\_\_  
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