

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

FORMAL EVALUATION PROCEDURE PURSUANT TO ARTICLE 16 B

WRITTEN STATEMENT OF IMPROVEMENT

(To be completed by the Evaluator only if the formal evaluation summary cited specific deficiencies)

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: _____

On _____ the Evaluatee was given a Formal Evaluation Summary which listed specific deficiencies. A subsequent Formal Evaluation Summary was done on _____ which indicated that the deficiencies have been corrected.

Comments by the Evaluator:

This form shall be attached to the Formal Evaluation Summary which listed the specific deficiencies.

_____ Evaluatee's Signature	_____ Date	_____ Evaluator's Signature	_____ Date
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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