

**San Jose-Evergreen Community College District  
SUMMARY EVALUATION FULL-TIME TEMPORARY AND TENURE-TRACK CONTRACT  
FACULTY WORKING UNDER AN INITIAL SPRING CONTRACT**

Faculty Member: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

**NOTE:** Any rating of “Needs Improvement” or “Unsatisfactory” must be accompanied by all documentation that was used to arrive at such rating.

Reviewed recommendation(s) from previous evaluation(s), if applicable. Yes ( ) No ( )

Indicate recommendations in the following areas:				
A. Demonstrated proficiency in subject matter and/or area of responsibility:	___Distinguished	___Proficient	___Needs Improvement	___Unsatisfactory
B. Communicates well with students:	___Distinguished	___Proficient	___Needs Improvement	___Unsatisfactory
C. Overall Evaluation:	___Distinguished	___Proficient	___Needs Improvement	___Unsatisfactory

Complied with self-evaluation component.

**Signatures**

Peer Evaluator: \_\_\_\_\_  
type/print name
signature
date

Immediate Administrator/Designee: \_\_\_\_\_  
type/print name
signature
date

**To Faculty:** Evaluations are filed in the faculty’s personnel file maintained in the District Human Resources Office. When derogatory information appears in an evaluation, Section 6.4 of the Collective Bargaining Agreement provides that the information shall not be entered or filed in the faculty member’s personnel file until he/she is given written notice and an opportunity to review and comment thereon. Such review shall take place during normal business hours, and the employee shall be released from duty for this purpose without salary reduction. Please sign below acknowledging that you have the right to attach your response to derogatory statements within ten working days.

Faculty’s Signature of Acknowledgement: \_\_\_\_\_

Faculty’s Comments: (A separate sheet may be used)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_