

Pasadena Area Community College District
Reassigned Time Evaluation

Faculty name: _____ Date _____

Manager of Reassigned Time: _____

Manger of faculty member's regular assignment: _____

Evaluation of Reassigned Faculty

1. During a faculty member's service in a reassigned position, his or her performance of the relevant duties and responsibilities shall be evaluated no later than the tenth week of the spring semester each year in which the faculty member receives reassigned time.
2. The evaluation of reassigned faculty shall be conducted by the appropriate vice president or designee in the following manner:
 - a. The appropriate vice president or designee shall solicit information about the reassigned faculty member's performance of his or her duties and responsibilities from appropriate area faculty and staff. The Evaluation of Reassigned Faculty Form shall be distributed to the faculty and staff in the evaluatee's department as well as any others the vice president or designee believes should have relevant information about the evaluatee's performance. Faculty shall have ten (10) working days to return the forms to the appropriate vice president or designee.
 - b. The vice president or designee shall record the evaluation results on the Reassigned Form (see below).
 - c. The Reassigned Faculty being evaluated may submit written comments on the evaluation within ten (10) working days, which will be appended to the evaluation.
3. The evaluation of reassigned faculty is a specialized evaluation that is separate from and in addition to the normal evaluation of the reassigned faculty as a faculty member. The evaluation of reassigned time duties may be included in the faculty member's normal evaluation.

Steps to completing the Reassigned Faculty evaluation process:

<input type="checkbox"/>	Schedule a time to meet with your supervisor during your second semester of service as Reassigned Faculty each year.
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Provide your supervisor with:

<input type="checkbox"/>	A copy of your program/department/division annual update from the previous year and attach an update about the status of each goal.
<input type="checkbox"/>	A copy of the proposed annual goals statement for the next year.
<input type="checkbox"/>	Any suggested data sources to assist with the evaluation categories as stated in sections A and B of this form.

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A. PROFESSIONAL QUALITIES			
	Meets Expectations	Needs Improvement	Unsatisfactory
Professionalism			
1. Interacts or communicates with peers clearly and tactfully			
2. Accepts constructive criticism well			
3. Maintains adequate and appropriate records			
4. Submits required information on time			
5. Attends required meetings			
6. Is regularly available to students			
Professional contributions			
7. Makes appropriate contributions to the discipline/department/program and assumes an appropriate share of faculty responsibilities			
8. Makes appropriate contributions to the college by serving effectively on committees, projects, special assignments, etc.	□		
Describe data and sources used to assess performance on these qualities (Goals set by department, input from department faculty and others, any additional sources):			
Narrative assessment:			
Areas where performance exceeds expectations or where improved performance is needed:			

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B. KNOWLEDGE, SKILLS, AND ABILITIES			
	Meets Expectations	Needs Improvement	Unsatisfactory
9. Demonstrates understanding of budget matters including preparing budgets and monitoring expenses			
10. Demonstrates knowledge of district, college, and contractual requirements in scheduling, staffing, revising programs, and developing new programs and courses as appropriate			
11. Consults with administration and with other departments as needed			
12. Recruits, hires, evaluates, and assigns faculty, classified workers, and student workers effectively			
13. Communicates clearly, concisely, and effectively			
14. Is available to students who enroll in the department's courses and is responsive to their concerns			
15. Involves faculty members in department decisions			
16. Maintains professional standards			
17. Is regularly available on campus			
18. Maintains required department records and submits department paperwork in a timely manner			
19. Functions effectively with a minimum of supervision			
20. Demonstrates sensitivity in working with students, faculty, and staff with diverse backgrounds and needs			

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Describe data and sources used to assess performance on these qualities (Goals set by department, input from department faculty and others, any additional sources):

Narrative assessment:

Areas where performance exceeds expectations or where improved performance is needed:

C. OVERALL EVALUATION

Meets Expectations

Needs Improvement

Unsatisfactory

Appropriate Vice President of Designee

Date

I have received a copy of this report but my signature does not necessarily indicate my agreement. I understand that any written statement I forward to the Division of Human Resources regarding this report will be attached to the copy, which I filed there.

Reassigned Faculty

Date