

Checklist for Faculty Evaluations

- 1. **“Summary Evaluation Form for Faculty”** (“Summary Evaluation Form for Faculty” **Signed** by TRC members, Chair of TRC, and by the evaluatee); **Level of performance must be checked.**

- 2. **Class sections or workplace observation summaries** from the Evaluation Committee, at least two of which will be different courses, when possible (NO OBSERVATION PLAN FOR COUNSELORS). TRC = 2 and up to 3 sections, PRC and PT = 1 and up to 2 sections.
 - ___ Classroom Observation Plan #1
 - ___ Classroom Observation Form #1
 - ___ Classroom Observation Plan #2
 - ___ Classroom Observation Form #2
 - ___ Classroom Observation Plan #3
 - ___ Classroom Observation Form #3

- 3. **Student Evaluation Form for Teaching faculty** (minimum of 2 classes for TRC, minimum of 2 classes for PRC and PT):
 - ___ Class Section #1 Evaluation Transcript
 - ___ Typed Student Comments
 - ___ Class Section #2 Evaluation Transcript
 - ___ Typed Student Comments **or** 50 Student Evaluations for Librarians and Counselors

- 4. **Faculty Member’s (or Counselor) Self Evaluation (Evaluatee name on this document)**
- 5. **Improvement Plan (if needed)**
- 6. **Course syllabus and other documentation** agreed upon by the Evaluation Committee and faculty member

- 7. Office of Instruction Check:
 - Evaluation is complete
 - Summary Evaluation Form for Faculty (Signature Page)
 - Level of Performance (checked)
 - Signature of Evaluatee
 - Signature of Evaluation Committee Members
 - Check Recommendation (To be completed by Chair of Evaluation Committee)
 - Classroom Observation Form for Teaching Faculty
 - Classroom Observation Plan

Note: Completed portfolio is reviewed by the appropriate Dean.

Probationary evaluations are forwarded to the Vice President of Instruction, President and District Chancellor. Filing will be in employee’s personnel file located in the LMC Business Office.