

**Dean Worksheet for Full Time Faculty Evaluation
 (Included in evaluation packet to HR)**

Employee _____ Division _____

Evaluator _____ Date _____

Performance Indicators:

	Excellent	Satisfactory	Needs improvement in Specific Area(s)	Unsatisfactory	Not Observed
Keeps current in discipline					
Demonstrates cooperation and sensitivity in working with colleagues and staff					
Accepts constructive criticism					
Submits required division reports and submits grades in a timely manner					
Maintains adequate and appropriate records					
Observes health and safety regulations					
Attends required meetings					
Maintains office hours and is accessible to students					
Convenes class/appointments regularly and on time					
Treats students, faculty and staff with dignity and respect					
Maintains professional standards according to the position held					
Contributes academically to the discipline/department/district					
Participates in special assignments, committees, projects, research and development areas as needed in the discipline/department/district					
Shares in faculty responsibilities and college governance such as Academic Senate					
Participates in SLO or SUO assessments					

Summary Comments:

It is suggested that the evaluator consider both strengths and suggestions for improvements.

Optional for additional information only.

Summary Comments on Summary Evaluation Report.

Reviewer's Signature _____ Date _____

I have received a copy of this report: _____ Date _____

*I will submit an addendum to this report: _____ Date _____

* Addendum must be submitted within ten (10) working days after copy of this report is reviewed and signed.