

## APPENDIX J.16

TO: (Associate being evaluated)  
FROM: (Division Administrator)  
DATE: (no later than end of 5<sup>th</sup> week of semester)  
RE: Your Evaluation

The evaluation process includes a class observation. I have asked \_\_\_\_\_ to serve as your in-class evaluator. S/he will contact you and arrange for a class visit at a mutually convenient time. Your evaluator will need about 10 minutes of class time at the end of the hour or just before a break, to distribute and collect student evaluations. **All classroom visits should occur PRIOR TO \_\_\_\_\_ (insert date—suggest about end of 11<sup>th</sup> week) and you should be given at least one week's notice. Your in-class evaluator will contact you and discuss their observations within two weeks of the classroom observation. So, please let your in-class evaluator know how to best contact you and when you would be available for this discussion.**

You have the option of requesting that a second evaluator, in addition to the one listed above, participate in your evaluation, including making a separate classroom observation. If you wish to add a second faculty member to your evaluation process, please note the name of your choice here \_\_\_\_\_, and return this form to me by \_\_\_\_\_ (recommend one week past above date). Please note that a second evaluator is an option, not a requirement.

**Please complete the attached self-evaluation form and return it to me by \_\_\_\_\_ (insert date about end of 8<sup>th</sup> week).** I have also attached a copy of the evaluation criteria found in the CCFT contract. Please read this carefully. If you have any questions, contact me at \_\_\_\_\_ (insert administrator's phone number).

As the division administrator, I am responsible for writing your final evaluation. I will carefully consider the report(s) provided to me by your in-class evaluator(s), the student evaluations, and your self-evaluation as well as any other information that is pertinent. When your final evaluation is completed, just prior to the end of the semester, I will contact you and ask you to meet with me to discuss this report. A copy of this final evaluation and the student evaluations will be returned to you after grades are submitted.

(attach a copy of CCFT Contract Evaluation Criteria Article 17.3)