



# ADMINISTRATIVE EVALUATION

## PART II: CONTRACTUAL AND PROFESSIONAL OBLIGATIONS

### CONTRACTUAL AND PROFESSIONAL OBLIGATIONS

THE FOLLOWING IS A CHECK LIST of statements that reflect contractual and professional obligations for academic employees. Consider them broadly.

1. Meets classes or makes arrangements for all scheduled class/worksite hours.
2. Provides availability and accessibility to students in a manner appropriate to meet student needs (i.e. office hours, e-mail).
3. Participates in district, division, department, or general faculty meetings; in-service training; curriculum development; academic advising; club advising; workshops or seminars; service on district or college councils or committees; or other activities within the scope of Article IV, Section 3.
4. Abides by district nondiscrimination policies and is aware of need for and willing to make academic accommodations where necessary to give students of disability full access to academic programs.
5. Communicates expectations and establishes clear grading criteria through appropriate instructional means (examples: course syllabi, handouts).
6. Engages in professional responsibilities an average of 35 hours per week.
7. Follows established procedures in areas such as printing, bookstore orders, office support, student financial aid requirements, safety and health issues, etc.
8. Complies with state and federal law applicable to professional duties.
9. Maintains required licensure or certification, if applicable.
10. Exercises responsible college citizenship (i.e. effective stewardship of college assets/equipment as appropriate).

#### ADMINISTRATOR

- I have reviewed the list of contractual and professional obligations on this form. It is my perception that the academic employee **meets her/his contractual and professional obligations** (if checked, no further statements needed).
- I have reviewed the list of contractual and professional obligations on this form. It is my perception that the academic employee **does not meet her/his contractual and professional obligations**. A re-evaluation of this category will continue for up to one year until such time as the academic employee does meet her/his professional obligations.

Administrator's signature \_\_\_\_\_ Date \_\_\_\_\_

#### ACADEMIC EMPLOYEE

The administrator's perception has been discussed with me.

Academic employee's signature \_\_\_\_\_ Date \_\_\_\_\_