



OFFICE OF HUMAN RESOURCES

(Date)

TO: (Dean)

FROM: (HR Staff Sending Memo Out)

SUBJECT: Contract Evaluation

The following full-time contract faculty in your department will need to have an Administrative Evaluation completed by you for the Spring 2021 semester per article 9.5.1 of the Collective Bargaining Agreement between Rio Hondo Community College District and the Rio Hondo College Faculty Association. You will need to conduct one classroom visitation during the Spring semester and the evaluation must be completed by the end of the 15th week of the semester, May 21, 2021. Please see the attached Evaluation forms. They are also available on the "P" drive.

The following full-time contract faculty in your department will also need to have a Peer Review completed as per article 9.5.1.1 in the Collective Bargaining Agreement between Rio Hondo Community College District and the Rio Hondo College Faculty Association. A Peer Evaluation form has been emailed to them. Peer Evaluation forms need to be returned to Human Resources.

Spring 2020 Hire (Administrative Review, 1 visit, and Peer Review required for the Spring 2021 semester)

(names, if any)

1st Contract – Year 1 (No Peer Review required for the Spring 2021 semester, Peer Review was completed in the Fall 2020 semester. Administrative review only, 1 visit.)

(names, if any)

2nd Contract – Year 2 (No Peer Review required for the Spring 2021 semester, Peer Review was completed in the Fall 2020 semester. Administrative review only, 1 visit.)

(names, if any)