

RIO HONDO COMMUNITY COLLEGE DISTRICT

(DEPARTMENT)

INITIAL EVALUATION CONFERENCE REPORT – TEMPORARY PART-TIME

STATUS: TEMPORARY PART TIME

Unit Member

NEW

Authorized Evaluator

CONTINUING

Date of Conference

1. The unit member was provided a copy of the faculty handbook which includes a copy of Article 9, Appendix E (Unit Member Evaluation Report), and Appendix D (Student Instructional Survey) of the Certificated Contract. The evaluation procedures and instruments were reviewed.
2. It was arranged that I would visit _____

The Student Instructional Survey Form will be administered on _____

3. (Item 3 is to be used to summarize other discussions or decisions that took place).

Evaluator's Signature

Date

Unit Member's Signature

Date

This form is to be used for all temporary part-time unit members.

Please keep one copy for your files, provide the Unit Member with a copy, and forward one copy to the Office of Human Resources.