## **RIO HONDO COMMUNITY COLLEGE DISTRICT**

		AL MEETING					
		STAT	TUS: FULL-TIME				
nit l	Member		1 <sup>st</sup> Contract for Year 1				
			2 <sup>nd</sup> Contract for Year 2				
эра	artment / Division		3 <sup>rd</sup> Contract for Years 3 & 4 Regular				
uthe	orized Evaluator						
ate	of Meeting						
	The unit member and evaluator reviewed the faculty handbook and the evaluation procedure, Appendix E (Unit Member Evaluation Report), and Appendix D (Student Instructional Survey) of the Contractual Bargaining Agreement.						
	It was arranged that the evaluator would visit on (prior to the 12 <sup>th</sup> week of the semester):						
	The Student Instructional Survey Form will be administered on						
	The evaluation conference will be held	hin 10 working days afte	er an evaluation visitation)				
	The evaluation summary meeting will b	tively held on (by the en	d of the 15 <sup>th</sup> week)				
	Circle the roles and responsibilities ide member will emphasize on:	entified in Part B of the Unit Member Evaluation Report that the unit					
	The unit member will actively pursue the objectives chosen by the Unit Member	ne unit member will actively pursue the following goals and/or objectives for this year: (List the g jectives chosen by the Unit Member.)					

5. The unit member identified the following constraints that might prevent him/her from achieving the goals, objectives, roles and/or responsibilities identified in Section 3 and/or 4 of the above: If none, state "NONE".

## 6. Item 6 is to be used to summarize other discussions or decisions that took place.

		S	S/with PD Plan	U	N/A
1.	To develop, implement, and evaluate the instructional program, i.e., selection of textbooks, course and curriculum revisions, use of appropriate instructional techniques, budget preparation, and teaching assignments.				
2.	To advise students in course selection, academic achievement, and career planning within the unit member's discipline.				
3.	To participate in the selection of certificated and classified staff.				
4.	To participate in college and division/area committees.				
5.	To participate in staff development programs, advanced study or related work experience, and attendance at conferences.				
6.	To participate in the active recruitment of students.				
7.	To perform college-related community services to the community.				
8.	To articulate with high schools and transfer institutions (may include visitations).				
9.	To provide job placements for students.				
10.	To participate in organization and implementation of advisory committees.				
11.	To participate in co-curricular activities on and off campus.				
12.	To participate in the accreditation process.				
13.	To participate as a speaker in the community.				
14.	To assist in the planning of facilities.				

Evaluator's Signature

Date

Unit Member's Signature

Date

Complete Sections 1 through 5 for full-time (contract or regular) unit members; Section 6 is optional. Please keep one copy for your files and provide the Unit Member with a copy.