

RIO HONDO COMMUNITY COLLEGE DISTRICT

INITIAL MEETING

STATUS: FULL-TIME

Unit Member

1st Contract for Year 1

Department / Division

2nd Contract for Year 2

Authorized Evaluator

3rd Contract for Years 3 & 4

Regular

Date of Meeting

1. 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.

2. It was arranged that the evaluator would visit on (prior to the 12th week of the semester): _____

The Student Instructional Survey Form will be administered on _____

The evaluation conference will be held on (within 10 working days after an evaluation visitation) _____

The evaluation summary meeting will be tentatively held on (by the end of the 15th week) _____

3. Circle the roles and responsibilities identified in Part B of the Unit Member Evaluation Report that the unit member will emphasize on: _____

4. The unit member will actively pursue the following goals and/or objectives for this year: (List the goals and objectives 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".
