## MEMORANDUM OF UNDERSTANDING REGARDING NEW SUMMARY EVALUTION SHEET

## November 25, 2008

The intent of this MOU is to include in the contract a new form jointly created by Human Resources and the Faculty Association in support of Appendix M, Ed Code Sections 87608 – 87610, and the relevant District Administrative Regulation AR-4115a. This new form will be used to track the tenure evaluation decisions made by the joint evaluation committee as probationary faculty complete their initial tenure review cycle.

Therefore, the District and the Faculty Association agree as follows:

1/26/08

 Appendix S Change: In keeping with the purpose of Article 7.8, Appendix S shall include this new Summary Evaluation Sheet. A copy of this new form is attached below.

For the District

For the Faculty Association

## SANTA MONICA COMMUNITY COLLEGE DISTRICT - OFFICE OF HUMAN RESOURCES COMMITTEE/DEPARTMENT CHAIR EVALUATION REPORT FOR ACADEMIC PERSONNEL

NAME:	DEPARTMENT:			
PROBATIONARY FACULTY				

1st Year	2nd Year	3rd & 4th Year	
Not Enter Into A Contract For The Following Academic Year	Not Enter Into A Contract For The Following Academic Year	Not Employ The Probationary Employee As A Tenured Employee	
Enter Into A Contract For The Following Academic Year	Enter Into A Contract For The Following Academic Year	Employ The Probationary Employee As A Tenured Employee For All Subsequent Academic Years	
Employ The Contract Employee As A Regular Employee For All Subsequent Academic Years	Employ The Contract Employee As A Regular Employee For All Subsequent Academic Years	Panel Composition Option  Panel Evaluation  Sole Evaluator	

Date	Signature	Date	Signature	Date
	Dept. Peer(s):		Sole Evaluator:	
	Non-Dept. Peer(s):		Panel Members:	
	Dept. Chair:			
	Administrator:			
	Evaluatee:		Evaluatee:	
	Senior Administrator (if necessary):		Senior Administrator (if necessary):	
	Date	Dept. Peer(s):  Non-Dept. Peer(s):  Dept. Chair:  Administrator:  Evaluatee:  Senior Administrator	Dept. Peer(s):  Non-Dept. Peer(s):  Dept. Chair:  Administrator:  Evaluatee:  Senior Administrator	Dept. Peer(s):  Non-Dept. Peer(s):  Panel Members:  Dept. Chair:  Administrator:  Evaluatee:  Senior Administrator  Sole Evaluator:  Panel Members:  Evaluatee:  Senior Administrator

A.R. 4115a

Ed. Code 87608-87610

Faculty member's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received. Within 10 working days of receipt of this evaluation report, the faculty member may also submit a written statement to the Office of Human Resources to be filed with this report.

White - Personnel

Yellow - Department

Pink – Evaluatee

1/26/00 HS