

**WEST VALLEY - MISSION COMMUNITY COLLEGE DISTRICT  
FORM A – Pre-Appraisal Conference**

\_\_\_\_\_  
Semester/ Year

Appraisee: \_\_\_\_\_

Date \_\_\_\_\_

- |  |           |          |
|--|-----------|----------|
| 1. The performance appraisal process has been reviewed and discussed.  | Yes _____ | No _____ |
| 2. The job description, appraisal components and forms were reviewed.  | Yes _____ | No _____ |
| 3. Criteria for the performance appraisal were reviewed with the appraisee.<br>See WVMFT, AFT 6554 Contract Article 24A.4, 24B.4, or Article 108.5.  | Yes _____ | No _____ |
| 4. College record keeping expectations were discussed, as appropriate to the assignment.   | Yes _____ | No _____ |
| 5. The instructor provided syllabi for courses taught this semester. <ul style="list-style-type: none"> <li>• Inform students of access to services and resources.</li> <li>• Includes criteria as required by Title 5: SLOs, catalog description, and content are in alignment with the Course Outline of Record, instructor contact information, requisites, office hours, classroom procedures, requirements, and grading policies.</li> <li>• Is posted on the college’s learning management system for student access and is sent to the college’s collection point.</li> </ul> | Yes _____ | No _____ |

Recommended revisions:

- |   |           |          |
|---|-----------|----------|
| 6. Specific recommendations/concerns (if any) from previous appraisal were identified, discussed, and expectations clarified. | Yes _____ | No _____ |
|---|-----------|----------|

Recommendations/concerns:

- |  |            |          |
|--|------------|----------|
| 7. If special activities or assignments are to be considered in the appraisal, they were identified and discussed. | *Yes _____ | No _____ |
|--|------------|----------|

Special activities or assignments:

I understand the performance appraisal process and have read Article 24A, 24B, or Article 108 of the WVMFT, AFT 6554 Contract.

\_\_\_\_\_  
Appraisee Signature

\_\_\_\_\_  
Date

Appraisal Team Leader: \_\_\_\_\_  
(Signature)

Team Members: \_\_\_\_\_  
(Printed Names)

\_\_\_\_\_