

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
Institutional Responsibility for Non-Appraisal Years Form

Appraisee _____ Date

Performance Appraisal: Semester _____ Year

Last Appraisal Date: Semester _____ Year

Institutional Responsibilities

This section is completed by all full-time faculty, except those that are first-year tenure-track faculty.

Institutional Responsibilities are functions and tasks essential to the ongoing operation and effective achievement and operations of department/division, college, and district programs. Institutional Responsibilities do not include any activities submitted for Professional Growth and Development (PG&D), Article 44, any work you performed for your allotted Reassigned Time, or any work fully compensated by stipend. See Article 21 for a list of examples of activities counted towards institutional responsibilities.

Instructions: Outline the Institutional Responsibilities you performed since the last submission.

In the spring semester preceding the next academic year, full-time faculty are expected to plan how they will meet their institutional responsibilities for the next year. Please report all planned institutional responsibilities for the next academic year, if known.