

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
Form F -Faculty Reassigned Time Plan and Appraisal

See Article 24A, Article 24B or Article 108 Reassigned Time

Upon the assignment of Reassigned Time, the member shall meet with the appropriate administrator/designee in a Pre-Appraisal Meeting to establish written goals for the reassigned time and set a date (or dates) for meeting to assess progress toward those goals. The appraisal will be based upon these written goals.

Faculty with 0.20 or more Reassigned Time are evaluated on the performance of Reassigned Time activities prior to the end of the appraisal semester.

Appraisee: _____ Title of Activity: _____

Duration of Activity: _____ Start Date: _____ End Date: _____

Amount of Assigned Time per Semester: _____ Funding Source: _____

Responsible Administrator or Designee: _____

Performance Appraisal Plan for _____ Semester _____ Year. Conference Date: _____

The purpose of this appraisal plan is to provide the Reassigned Time recipient clarification, analysis and planning of the Reassigned Time activity. The plan should assist in achieving the goals of the activity by providing a focus on the planned areas of emphasis, timelines required by the project or activity, and deliverables or outcomes of the activity. If the activity has been on-going, consideration should also be given to progress made thus far, and any recommendations from a previous appraisal.

A. Brief Description of Reassigned Time Assignment or Project (or attach job description if one is available).

B. List others who are participants or are contacted or impacted by the process of your assignment.

C. Complete Part A: The Goals, Objectives and Methods during the Reassigned Time Pre-Appraisal Meeting.

The Reassigned Time faculty member and the responsible administrator will work together to complete the Pre-Assignment Plan. Identify and describe up to 5 goals and describe the objectives, outcomes, and methodology that will be used to achieving each of these goals during the current assignment. Expand the table or attach additional pages as needed.

D. Complete Part B: Reassigned Time Assessment during the Reassigned Time Post-Appraisal Meeting.

The Reassigned Time faculty member will complete their self-appraisal for each of the identified goals. The responsible administrator will appraise the completion of these goals and add any additional comments.

1. [Goal Name/Title/Description]

Reassigned Time Pre-Appraisal Meeting:	
Proposed Completion Date:	Proposed Progress Review Dates:
Objectives/Outcomes/Methods:	
Administrative Comments:	
Post-Appraisal Meeting Assessment: Date:	
Faculty Member's Self-Appraisal:	
Administrator's Appraisal and Comments:	

2. [Goal Name/Title/Description]	
Reassigned Time Pre-Appraisal Meeting:	
Proposed Completion Date:	Proposed Progress Review Dates:
Objectives/Outcomes/Methods:	
Administrative Comments:	
Post-Appraisal Meeting Assessment: Date:	
Faculty Member's Self-Appraisal:	
Administrator's Appraisal and Comments:	

3. [Goal Name/Title/Description]	
Reassigned Time Pre-Appraisal Meeting:	
Proposed Completion Date:	Proposed Progress Review Dates:
Objectives/Outcomes/Methods:	
Administrative Comments:	
Post-Appraisal Meeting Assessment: Date:	
Faculty Member's Self-Appraisal:	
Administrator's Appraisal and Comments:	

4. [Goal Name/Title/Description]	
Reassigned Time Pre-Appraisal Meeting:	
Proposed Completion Date:	Proposed Progress Review Dates:
Objectives/Outcomes/Methods:	
Administrative Comments:	

Post-Appraisal Meeting Assessment: Date:
Faculty Member's Self-Appraisal:
Administrator's Appraisal and Comments:

5. [Goal Name/Title/Description]	
Reassigned Time Pre-Appraisal Meeting:	
Proposed Completion Date:	Proposed Progress Review Dates:
Objectives/Outcomes/Methods:	
Administrative Comments:	
Post-Appraisal Meeting Assessment: Date:	
Faculty Member's Self-Appraisal:	
Administrator's Appraisal and Comments:	

E. Appraiser Review of Reassigned Time Faculty Survey Per Articles 24A, 24B, and 108

A. Strengths Identified In Survey

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B. Areas for Improvement Identified In Survey

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