

Fullerton College Evaluation Signature Procedure

In October 2005 Dr. Hodge and President's Staff discussed and agreed to the following procedure for performance evaluations:

- ***Tenure Faculty Evaluations*** – will be routed for signature through the Dean and appropriate Vice President. The President is to see them before they are sent to the District for information only – not signature.
- ***Adjunct Faculty Evaluations*** – will be routed for signature through the Dean and appropriate Vice President. They should then be forwarded to the District.
- ***Dean Evaluations*** – will be completed by the appropriate Vice President. The President is to see them before they are sent to the District.
- ***Manager Evaluations*** – will be routed for signature through the Dean appropriate Vice President. For Bursar Office employees, the Budget Officer will be the final signature. They should then be forwarded to the District. The President should receive a courtesy copy of the evaluation.
- ***Classified Staff Evaluations*** – will be routed for signature through the Dean and appropriate Vice President. For Bursar Office employees, the Budget Officer will be the final signature. They should then be forwarded to the District. The President should receive a copy of evaluations where there are major issues/concerns.

This procedure requires the Vice President to review and sign all evaluations in their area so that they are aware of the great work or the issues with respect to the faculty and staff in their area.

This procedure was announced and discussed at the October 26, 2005 President's Advisory Council meeting so that all the campus was made aware of the change in the process and why the change was made.