

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

Semester/ Year

Appraisee: _____

Date _____

- | | | |
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| 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.
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">• Inform students of access to services and resources.• 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.• Is posted on the college's learning management system for student access and is sent to the college's collection point. | Yes _____ | No _____ |

Recommended revisions: _____

- | | | |
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| 6. Specific recommendations/concerns (if any) from previous appraisal were identified, discussed, and expectations clarified.
Recommendations/concerns: _____ | Yes _____ | No _____ |
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| 7. If special activities or assignments are to be considered in the appraisal, they were identified and discussed. <i>If applicable.</i>
Special activities or assignments: _____ | *Yes _____ | No _____ |
|--|------------|----------|

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)
