WEST VALLEY - MISSION COMMUNITY COLLEGE DISTRICT
PRE-APPRAISAL CONFERENCE FORM – Form 1
Regular, Contract and Associate Faculty

Semester/Year __________________________ Date ____________________

Appraisee: ________________________________

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. The performance plan and timelines were discussed (contract only). Yes_____ No_____  
4. A copy of criteria for performance appraisal was reviewed with the appraisee.  See ACE Contract Article 26.3 A or B, or Article 112.3. Yes_____ No_____  
5. College record keeping expectations were discussed. Yes_____ No_____  
6. The instructor provided current “green sheets” for courses taught. Yes_____ No_____  

   They were: Complete and Acceptable _____ or Need Revision as follows:

7. Specific recommendations/concerns (if any) from previous appraisal(s) were identified, discussed, and expectations clarified. Yes_____ No_____  
8. If special activities or assignments are to be considered in the appraisal, they were identified and discussed. Yes_____ No_____  

   They are:

I understand the performance appraisal process and have read Article 26 (A or B) or Article 112 of the ACE Contract.

______________________________  ____________________
Appraisee Signature              Date

Team Members: ____________________________
(Printed Names)

Team Chair: ____________________________
(Printed Name)

______________________________  ____________________
Team Member Signature            Team Member Signature

Team Chair Signature: ____________________________

Rev 9 Nov 00