Appraisee: ________________________________ Date __________________

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 24A, 24B, or Article 108. Yes____ No____
5. College record keeping expectations were discussed. Yes____ No____
6. The instructor provided current “green sheets” (syllabi) for courses taught. Yes____ No____
7. The syllabi include SLOs, classroom procedures, course requirements, and grading policies, and copies of the syllabi have been provided to the Division Office. Yes____ *No____
   *Recommended revisions:

8. Specific recommendations/concerns (if any) from previous appraisal were identified, discussed, and expectations clarified. Yes____ No____
9. If special activities or assignments are to be considered in the appraisal, they were identified and discussed. *Yes____ No____
   *Special activities or assignments:

I understand the performance appraisal process and have read Article 24A, 24B, or Article 108 of the ACE Contract.

_____________________________   ___________
Appraisee Signature            Date

Team Members: ___________________________________  ___________________________________
(Printed Names)   Team Chair

_____________________________   ____________________________
Team Chair Signature: ___________________________________
(Signature)