

Tenured Faculty Member Evaluation

Packaging and Uploading the Evaluation Packet

The TFM is responsible for assembling and uploading an evaluation packet by the end of Week 12 of the evaluation semester (H.5.7).

Evaluation Packet Contents

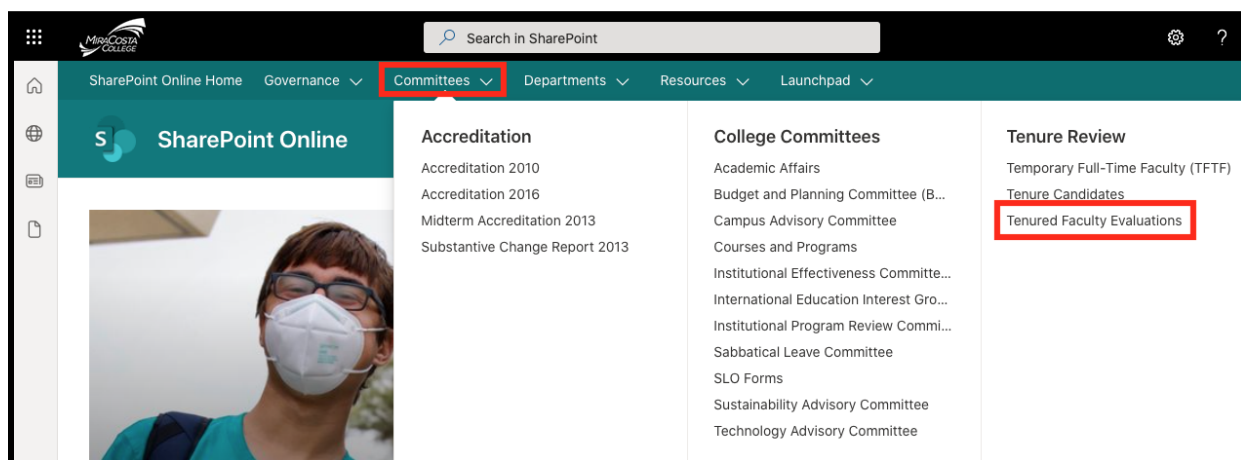
- Previous Evaluation Report
- Corrective Action Plan and Report of Completion (if applicable)
- Sample Documents Relevant to the Assignment
 - Classroom Faculty
 - List of courses taught since the last evaluation
 - Syllabi from two different current semester courses
 - Representative materials of the teaching and learning environment
 - Non-classroom Faculty
 - Description of duties performed
 - Examples of work related to duties performed, such as education plans, effective integration of instructional media relevant to the assignment, samples of job-related projects and activities.
 - The TFM may also submit any materials that they would like the PRC to consider
 - Split Assignments
 - TFMs whose assignment includes both classroom and non-classroom duties will include materials as described above related to both classroom and non-classroom assignments in proportion to the assignment
- Evaluation Schedule Report
- Observation and Discussion Report
- Response to Observation and Discussion Report (optional)
- Student or Constituent Survey Results
- SGID Team Student Comments Report (if applicable)
- Response to SGID Report (optional)
- Individual PRC Report (if applicable)
- Response to Individual PRC Report (optional)
- Professional Growth and Activities Report
- Self-Study

How to Package the Evaluation Packet Using Adobe Acrobat - [Complete Guide](#)

1. TFM's can access Acrobat by logging into [Adobe Creative Cloud](#) using their MCC email address.
2. Open Acrobat to combine files: Open the Tools tab and select "Combine files."
3. Add files: Click "Add Files" and select the files you want to include in your PDF. You can merge PDFs or a mix of PDF documents and other files.
4. Arrange and delete content: Click, drag, and drop to reorder files or press "Delete" to remove any content you don't want.
5. Combine files: When you're finished arranging, click "Combine Files."
6. Save as a PDF file: Name your file and click the "Save" button.

How to Upload the Evaluation Packet to the Portal

1. Log into SharePoint: <https://miracosta1.sharepoint.com/>



2. Click "Committees"
3. Click "Tenured Faculty Evaluations"
4. Click "Name"
5. Click "Upload"
6. Click "Choose File" & Select Appropriate File
7. Click "OK"
8. Click "Standard Title" & Select "Evaluation Packet"
9. Click "Evaluations" & Select "TFM Evaluation"
10. Add Year
11. Click "Semester" & Select "Fall" or "Spring"
12. Click "Check In"