



YUBA COMMUNITY COLLEGE DISTRICT
Part-Time Faculty Evaluation Agreement and Timesheet

MEMORANDUM

TO: Vice President/President and Human Resources

RE: Part-Time Faculty Evaluation Agreement

I, _____ Colleague ID: _____

agree to evaluate _____, an adjunct instructor

_____ for a \$300 dollar stipend or _____ for six (6) hours of flex credit

during the Fall_____/Spring_____ semester.

I understand and agree that to be compensated as outlined above, I must complete the Part-Time Faculty Evaluation as prescribed in the "Agreement Between Yuba Community College District and Yuba College - American Federation of Teachers" Article 11, including all complying with all timelines and utilizing all forms as prescribed in the article.

Professor Signature

Date

Dean or Director Signature

Date

Evaluation completed on: _____

Dean/Vice President Signature

Date

Please forward Agreement and Evaluation to the Vice President of Instruction after evaluation process has been completed and Dean/Executive Dean signature has been obtained.

Vice President or President

Date

Evaluation Timeline

Fall Semester
Begin Semester based on Academic Calendar:
Approximately August 20

Spring Semester
Approximately January 14

Dean or Director Schedules "peer evaluator":
On or before October 1

On or before March 1

Peer Evaluator schedules and performs classroom evaluation:
On or before November 15

On or before April 15

Peer Evaluator completes evaluation and meets with unit member and submits to supervising Dean or Director:
On or before November 30

On or before April 30

Supervising Dean completes evaluation of unit member, including meeting and reviewing evaluation, if requested by either party:
On or before December 15

On or before May 15

GL Account: ACS 11.990.1.39.601000.1410 - YC
WCA 11.990.5.91.601000.1410 - WCC

HR: _____ Date: _____