

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Instructional Deans
CC: Harry Joel, Vice Chancellor, Human Resources
Victoria Morrow, President

FROM: Regina Stanback Stroud, Vice President, Instruction

DATE: August 18, 2010

SUBJECT: **Clarification of Completing Dean's Assessment on Non-Teaching Responsibilities in Faculty Evaluations**

As you know there are five components to the Dean's assessment of non-teaching responsibilities. They are:

1. Constructive participation in division and department meetings and other activities related to area of responsibility;
2. Constructive participation in college-wide shared governance committees;
3. Complete, accurate, and timely submission of grades and other information for which he/she is responsible;
4. Respect given instructor by colleagues and students; and
5. General conduct of all professional responsibilities.

A copy of the applicable section is attached.

Item 3 should include, but does not need to be limited to, evaluation of the maintenance of attendance records; accuracy and currency of course syllabi; development and assessment of student learning outcomes; student evaluation and grading policy; the posting of and adherence to office hours to assure student access; addressing valid student accommodations.

We hope this will provide a consistent approach as you complete this portion of the Dean's assessment.

DEAN'S ASSESSMENT OF NON-TEACHING RESPONSIBILITIES

1. Constructive participation in division and department meetings and other activities related to area of responsibility:
2. Constructive participation in college-wide shared governance committees:
3. Complete, accurate, and timely submission of grades and other information for which he/she is responsible:
4. Respect given instructor by colleagues and students:
5. General conduct of all professional responsibilities: