



SAN DIEGO MESA COLLEGE

School of Business & Technology
7250 Mesa College Drive
San Diego, California 92111-4998
619-388-2803

DATE: February 20, 2019

TO: Marianne Gibson, Adjunct Instructor, WEBD

FROM: Danene Brown, Dean, School of Business and Technology

A handwritten signature in blue ink, appearing to be "DB", is written next to the "FROM" line.

RE: Peer Evaluation

Our records indicate that you are scheduled for evaluation this semester. Mesa College's evaluation process is designed to be both summative and formative, but the emphasis is on enhancing one's professional growth. The adjunct evaluation process is described in detail in Article XV, Section 14 of the Collective Bargaining Agreement. The process may be summarized as follows:

1. Adjunct faculty must be evaluated within the first year of employment, and at least once every six regular semesters thereafter.
2. At least one class observation will be made by a tenured or tenure-track member of the Department who is an expert in the discipline in which the adjunct teaches.
3. Each adjunct scheduled for evaluation may submit to the Dean via the Department Chair a list of three tenured/tenure-track faculty acceptable as potential evaluators. Evaluators must be specialists in the area(s) in which you teach. The Dean, in consultation with the Chair, has selected Kris Secor to serve as your peer evaluator. If you would like to recommend another faculty, please let me know by Thursday, March 7, 2019.
4. Your evaluator will contact you to schedule a class visit to be made after March 7, 2019. The evaluator will utilize the instrument included in the Adjunct Evaluation Guide booklet available at <http://www.sdmesa.edu/about-mesa/facultystaff/adjunct-appraisal/>.
5. The completed Adjunct Evaluation Appraisal Form, a letter of appraisal from the evaluator, and the completed student evaluation forms, along with tabulated statistical results, will be reviewed by the Chair and Dean. The Chair will make a recommendation to the Dean regarding the advisability of a future assignment, and the Dean will make the decision regarding a future assignment of the evaluatee.
6. Results and recommendations will be made available to you in a timely manner.

For more specific information, please consult the Collective Bargaining Agreement.