

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
Long Beach Community College District  
And  
LBCCFA**

**September 13, 2018**

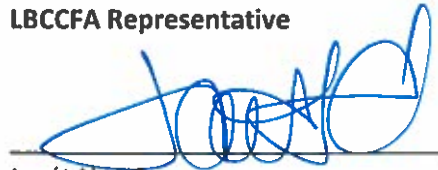
The following MOU amends an omission in Appendix E-7, Recommendation Sheet: Probationary Faculty. The E-7 will include language whether a 3rd year evaluation will or will not be conducted. Updated Appendix E-7 is attached.

**District Representative**



**Gene Durand  
Vice President HR**

**LBCCFA Representative**



**Janét Hund  
President, LBCCFA**

**APPENDIX E-7**

**Recommendation Sheet: Probationary Faculty**

Evaluate \_\_\_\_\_ Department/Area: \_\_\_\_\_  
(please print)

Probationary Status: \_\_\_\_\_ Academic Year: \_\_\_\_\_

- First Academic Year     Third Academic Year  
 Second Academic Year     Fourth Academic Year

Year Review completed (date): \_\_\_\_\_

The Tenure Review Committee makes the following recommendation(s):

- 1. Offer second contract for the following academic year (applies only to employee working under first contract).
- 2. Offer third contract for the following two academic years (applies only to employee working under second contract). If second year evaluation overall rating is satisfactory, please indicate:
  - 3<sup>rd</sup> Year Evaluation will be conducted
  - Year Evaluation will not be conducted
- 3. Third-year review completed (applies only to employee working under third contract and completing third year).
- 4. Recommend tenure.
- 5. If there is an overall rating of "Needs Improvement" in the 4<sup>th</sup> academic year or "Unsatisfactory" in the 1st, 2nd or 4th academic year, a Notice of Non-Renewal will be recommended.

Tenure Review Committee: \_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Signature

Note: The evaluatee may respond in writing to the evaluation by submitting a written response within five (5) working days following the date he/she receives the evaluation. Such response shall become a part of the evaluation report and be placed in the evaluatee's personnel file.

Received by: \_\_\_\_\_  
Evaluatee Signature

Date of the Annual Evaluation Conference: \_\_\_\_\_