

APPENDIX J1.A
ADMINISTRATIVE AND PEER EVALUATION FORM
FACULTY – Synchronous Instruction
(Article 6 and 6A - Evaluation)
Foothill-De Anza Community College District

FACULTY NAME: _____ QUARTER: _____

DEPARTMENT/PROG: _____ ACADEMIC YR: _____

CAMPUS LOCATION: Foothill De Anza Center (specify) _____

FACULTY STATUS: (check one) Full-time Part-time

If full-time, (check one) Tenured Contract (grant-funded/temporary replacement)
 Probationary Phase I Probationary Phase II Probationary Phase III

If part-time, number of service credits in Division (per Article 7.9) _____

DUTIES: Instructor Counselor Librarian Other (specify) _____

COURSE/ACTIVITY: _____ LENGTH OF VISIT: _____
(normally 50 min)-

EVALUATION DATE: _____ EVALUATOR'S NAME: _____

(please print)

Pre-eval meeting date (required) _____ Post-eval meeting date (required) _____

EVALUATION TYPE: Administrative Probationary (Tenure Committee) Peer

Date: _____
Signature of Evaluator _____ CWID _____

Date: _____
Signature of Division Dean _____

Date: _____
Signature of Vice President for Instruction or
Signature of Vice President for Student Services _____

I am aware of my rights as provided in the appropriate article of the District Agreement, Article 6 or Article 6A. I have read this report, am aware of the opportunity to add my own comments, and recognize that I have the right to discuss it with the President if I so desire.

Date _____ Signature of Faculty Member _____ CWID _____

The purposes of evaluation are contained in Articles 6 and 6A of the Agreement.

For Office Use Only:
Copy – Instructor _____ Update Banner _____ PAY? YES or NO DEAN AUTH. _____
Copy – Division _____ To Payroll _____ FOAP _____ INDEX CODE _____

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ADMINISTRATIVE AND PEER EVALUATION FORM FOR FACULTY
Foothill-De Anza Community College District

This form may not be modified unless agreed upon by the Board and the Faculty Association.

This form uses both a rating system and narrative data. Please use the rating system for each applicable criterion. Then, write a brief narrative for each section and, finally, a comprehensive summary statement.

Rating system:

EX = Exceeds Expectations	UN = Unsatisfactory (<u>significant improvement needed</u>)
MT = Meets Expectations	NA = Not Applicable
ND = Needs Development	NO = Not Observed

For advancement through the tenure process, earning of Professional Achievement Awards (PAA), or attainment of Reemployment Preference (REP) for part-time faculty, MT is the standard for each criteria. EX is available as a rating to recognize areas of uncommon excellence; an EX rating is not required for tenure, PAA, or REP.

A rating of ND or UN does not prevent one from advancing through the tenure process, earning a PAA, or attaining REP. It is the entirety of the evaluation that is considered in these decisions, and faculty are given an opportunity to demonstrate improvement in cases of ND or UN ratings.

SECTION I.

Classroom/Synchronous Instruction	EX	MT	ND	UN	NA	NO
1. Demonstrates discipline expertise.						
2. Uses current materials and theories.						
3. Provides students with a clearly written explanation of the course expectations, <u>schedule</u> , requirements, assignments, and evaluation process.						
4. Uses class time in an effective manner.						
5. Teaches at a level that supports the achievement of the learning outcomes stated in the Course Outline of Record.						
6. Communicates ideas clearly and effectively.						
7. Facilitates discussion, explanation, and/or exploration of course content.						
Narrative Comments						
<i>No word limit on any narrative section</i>						
Approaches to Student Learning	EX	MT	ND	UN	NA	NO
8. Stimulates student interest in the material presented						
9. Provides students an opportunity to engage with the material in a variety of ways						
10. Appropriately paces and/or scaffolds student learning activities for the day						
11. Develops assignments/assessments consistent with course objectives stated in the Course Outline of Record						
12. <u>Ensures course content is presented in a manner accessible to diverse learners. Provides accessible materials where appropriate</u>						

13. Provides timely feedback to students						
14. Provides <u>welcoming-inclusive</u> classroom environment that is conducive to diverse learners						
Narrative Comments						
<i>No word limit on any narrative section</i>						
Relationship with students and colleagues	EX	MT	ND	UN	NA	NO
15. Demonstrates sensitivity and respect when working with students, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses.						
16. Demonstrates sensitivity and respect when working with colleagues, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses.						
17. Is open <u>Demonstrates openness</u> to constructive feedback.						
Narrative Comments						
<i>No word limit on any narrative section</i>						
Other job requirements (to be completed by Dean or appropriate supervisor)	EX	MT	ND	UN	NA	NO
18. Maintains adequate records.						
19. Submits required departmental documentation on time including census, positive attendance, grades, syllabi, textbook adoption.						
20. Maintains scheduled office hours.						
21. Demonstrates sensitivity and respect when working with colleagues, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses (same as 16 but ranked by dean).						
22. Works with students and student support services to provide reasonable accommodations.						
23. Follows health and safety regulations when applicable.						
24. Attends required meetings.						
25. Responds to <u>student, department/division, or college/District</u> communication in a timely manner, generally considered within 2 school days.						
26. Maintains professional certifications as required.						
Tenured and Tenure-Track Faculty After Phase I Only						
27. Participates in curriculum updates as required by Title 5						
Narrative Comments						
<i>No word limit on any narrative section</i>						
Professional Responsibility	EX	MT	ND	UN	NA	NO
28. Keeps current in instructional practices.						

29. Participates in the SLO/SAO process, including providing students access to SLOs and assessing and documenting evidence, as needed by the department (for Part-time Faculty, see Article 7.25)						
– Tenured and Tenure-Track Faculty After Phase I Only 30. Serves the department, discipline, or college/district community through membership or participationes in special assignments, research, program review, or other projects/ research that serve the department, discipline or college/district community						
Narrative Comments <i>No word limit on any narrative section</i>						

SECTION II. EVALUATOR'S COMPREHENSIVE SUMMARY STATEMENT:
(This section may include, in addition to synthesis, professional activities not previously mentioned, suggestions for further growth, and professional contributions to the District.)

SECTION III. FACULTY MEMBER'S COMMENTS:

