

TO BE COMPLETED BY EVALUATION TEAM

Name: _____ Department: _____ Evaluation Semester/Year: _____

Scale: 4 Strongly Agree 3 Agree 2 Disagree 1 Strongly Disagree N/A Not Applicable

Classroom Teaching and Methodology 1A. Student Feedback	Average Score	Comments
The instructor clearly communicates course expectations and requirements, through the syllabus and other methods.		
The instructor clearly explains and applies criteria for grading.		
The instructor's presentations are clear and organized.		
The instructor encourages student participation and questions.		
The instructor creates a classroom environment that encourages students to be intellectually engaged.		
The instructor demonstrates respect and equity-mindedness in working with students of diverse racial and ethnic backgrounds, genders, sexual orientations, skill levels, and abilities.		

Classroom Teaching and Methodology 1A. Student Feedback	Average Score	Comments
The instructor displays expertise in the subject.		
The instructor is available for communication if needed.		
The instructor demonstrates enthusiasm about teaching.		
The students' learning and success in this course are important to the instructor.		

Summary of Student Feedback:

Classroom Teaching and Methodology 1B. Class Observation	Average score	Comments
The instructor's presentations are clear and organized.		
The instructor encourages student participation and questions.		
The instructor creates a classroom environment that encourages students to be intellectually engaged.		
The instructor effectively uses supporting materials to clarify subject matter topics, such as but not limited to audio, video, demonstrations, exercises, etc.		
The instructor demonstrates respect and equity-mindedness in working with students of diverse racial and ethnic backgrounds, genders, sexual orientations, skill levels, and abilities.		
The instructor displays currency and expertise in the subject.		
The instructor periodically checks student understanding of the material.		
The material presented by the instructor is consistent with the course outline of record.		

Summary of Class Observations (including Observation Plans):

Professional Responsibilities	Check all that apply	Comments
Provides service to the department and discipline (e.g. department collaboration, curriculum development, course revision, updating of curricular materials, outreach).*		
Provides service to the District (e.g. evaluation of PT faculty, committee work, student advising, accreditation work, strategic planning). *		
Participates in funds development (ex: grant writing).*		
Implements IR&D.*		
Facilitates Flex workshops.*		

Professional Responsibilities	Check all that apply	Comments
Facilitates department/discipline events.*		
Volunteers (e.g., tabling for COM and COM groups at county-wide events, working at COM special events, concerts, sporting events, K-12 events).*		
Enhances student engagement (e.g., faculty advisor/mentor, student groups, learning communities, college-wide events).*		
Attends convocation and participates in required number of FLEX activities.		
Attends department meetings.		
Assesses Student Learning Outcomes.		
Complies with District policies and submits paperwork on time (e.g., absence reports, final grades, and rosters).		

*Optional for part-time faculty, who are not expected to complete such professional responsibilities but may be recognized for their efforts in these areas.

Summary of and Overall Comments on Professional Responsibilities:

Professional Development and Currency in the Field*	Check all that apply	Comments
Participation in seminars, training, and professional development.		
Design of interdisciplinary or collaborative teaching projects.		
Use and evaluation of new methods and materials for teaching, assessing learning, grading.		
Preparation of a textbook, lab manual, courseware, etc.		
Description of instructional improvement projects developed or carried out.		

Professional Development and Currency in the Field*	Check all that apply	Comments
Maintenance of currency through conference attendance, journal subscriptions, books, podcasts.		
Research, grant-writing.		
Membership and/or participation in professional organizations.		
Publications, exhibitions, performances, productions, conference talks/posters.		
Recognitions, awards, acknowledgments.		

*Optional for part-time faculty, who are not expected to complete such professional development but may be recognized for their efforts in these areas.

Summary of and Overall Comments on Professional Development and Currency in Field:

If applicable – Summary of Teaching Portfolio (specifically Teaching Philosophy, Equity Statement, Teaching Goals, Documentation of Teaching, and Teaching Effectiveness) or Self-Evaluation:

If applicable, comment on this employee’s progress since the last evaluation. If applicable, also evaluate evidence provided in the Development Plan:

Recommendations:

Conclusion (if applicable, include areas of improvement to be addressed in the Development Plan):

Evaluation Outcome:

Satisfactory (meets or exceeds expectations)

Needs-to-Improve (first, second, or third-year probationary faculty only; low score in one or more areas necessitates a Development Plan)

Unsatisfactory and the administrator does not recommend continued employment

Faculty Name: _____ Signature*: _____ Date: _____

Peer Evaluator Name: _____ Signature: _____ Date: _____

Chair Name (if applicable): _____ Signature: _____ Date: _____

Administrator Name: _____ Signature: _____ Date: _____

*Signature indicates receipt but not necessarily agreement. After reviewing the comments and discussing your evaluation with the team, you may submit a written response within ten (10) calendar days of signature.