

INSTRUCTIONAL FACULTY EVALUATION

Faculty Member's Name _____

_____ Date

_____ Division

Tenured Tenured-Track Adjunct

Evaluator's Name _____

EX = Exceeds Expectations	UN = Unsatisfactory
MT = Meets Expectations	NA = Not Applicable
NI = Needs Improvement	NO = Not Observed

NOT ALL CRITERIA SECTIONS ARE EQUAL IN WEIGHT.

EVALUATION CRITERIA

Classroom Performance	EX	MT	NI	UN	NA	NO
1. Communicates clearly and effectively						
2. Organizes class & course material to foster student learning						
3. Demonstrates mastery & currency of content						
4. Uses class time and/or technology-mediated instruction options in an effective manner						
Narrative Comments (Required for EX, MT, NI or UN):						
Evidence of Student Learning	EX	MT	NI	UN	NA	NO
5. Develops assignment/activities to elicit student critical thinking						
6. Provides opportunities for student participation						
7. Uses visual, auditory and contextual modalities for student learning*						
8. Classroom environment is conducive to learning						
9. Develops assignments/assessments consistent with course objectives						
10. Assesses student success and responds appropriately to information gathered						
Narrative Comments (Required for EX, MT, NI or UN):						
Relationship with students, staff and colleagues	EX	MT	NI	UN	NA	NO
11. Demonstrates respect for students & others						
12. Demonstrates respect for colleagues						
13. Assist students during scheduled office hours; for Distance Education classes, office hours are conducted synchronously using technology*						
14. Student evaluations						

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Relationship with students, staff and colleagues - continued

Narrative Comments (Required for EX, MT, NI or UN):

Approaches to Learning	EX	MT	NI	UN	NA	NO
15. Course overview/syllabi/exams/other material meet required standards*						
16. Displays enthusiasm for the subject matter						
17. Effective use of varied teaching techniques						
18. Develops innovative techniques for teaching content						

Narrative Comments (Required for EX, MT, NI or UN):

*When evaluating a DE Course, please apply the DE Rubric approved by the Academic Senate.

Distance Education Assessment of Instruction (if applicable):
Please use the DE rubric defined by the Senate.

	EX	MT	NI	UN	NA	NO
19. Initiates contact before start of course and meets all requirements set forth by the Academic Senate DE Rubric.						
20. Effectively uses an attendance verification assignment.						
21. Students are informed of their required levels of participation to sustain attendance status (i.e. quantity/quality of interactions).						
22. Course materials/content are provided in a well-organized, easily navigated manner.						
23. Course goals and objectives within each unit contain appropriate due dates and expectations for completing assignments.						
24. Applies best practices for accessibility and privacy.						
25. Provides opportunities for regular and effective instructor-initiated and student-initiated contact.						

Professional Responsibility - Tenured and Tenure-Track Faculty Only

26. Consistently submits grades, rosters, positive attendance on time						
27. Completes flex assignments in a timely manner						
28. Participates in evaluation and/or hiring committees						
29. Constructively participates in:						
a. Division and professional development activities						
b. Governance and other campus committees						
c. Faculty, division, and department meetings, if applicable						
d. Work with peers to improve programs						
e. Program review						
f. Curriculum development and assessment						

Narrative Comments (Required for EX, MT, NI or UN):

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Professional Responsibility - Adjunct Faculty Only		EX	MT	NI	UN	NA	NO
30. Consistently submits grades, rosters, positive attendance on time							
31. Completes flex assignments in a timely manner							
Compensated time for the additional activities listed below shall not be rated on this form							
32. Constructively participates in:		EX	MT	NI	UN	NA	NO
a.	Division and professional development activities						
b.	Governance committees						
c.	Faculty, division, and department meetings, if applicable						
d.	Work with peers to improve programs						
e.	Program review						
f.	Curriculum development and assessment						

Compensated time for the additional activities listed below shall not be rated on this form - continued

Narrative Comments (Required for EX, MT, NI or UN):

Evaluator's assessment of optional self-evaluation by evaluatee (attach self-evaluation form to this document)

When determining the overall rating, please note:

The evaluation criteria (Classroom Performance; Evidence of Student Learning; Relationship with Students, Staff and Colleagues; Approaches to Learning; and Professional Responsibility) cannot be averaged because the criteria are not equal in weight. The evaluator shall explain the relative weight assigned to each of the criteria sections in the Summary Evaluation below.

Exceeds professional standards The instructor is innovative, engaging and creates a learning environment that produces an outstanding educational

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experience for the students. Students come away excited and knowledgeable about the subject. Exemplary performance outside the classroom may also be considered.

Meets professional standards

The instructor knows the subject matter and presents it in an understandable and orderly manner. Students gain knowledge of the key concepts and issues in the course. Satisfactory performance outside the classroom may also be considered.

Needs to improve

The instructor has an academic understanding of the subject field, but has difficulty translating that understanding into an into an effective classroom presentation. Students have trouble grasping core concepts and fail to engage with the

Unsatisfactory performance

It is not clear that the instructor has the fundamental knowledge in the subject field. Class presentation has little or no relation to accepted course outline. No measureable student learning is evident, and course exit standards appear to be ignored.

Summary evaluation including commendations and recommendations:

SIGNATURES

Evaluator _____

Date _____

Division Chair _____

Date _____

Evaluatee _____

Date _____

Signature of evaluatee does not constitute an endorsement of the evaluation. The evaluatee has the right to submit written comments regarding this evaluation for his/her file.

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- Original copy must be forwarded to Human Resources for the evaluatee's personnel file.
- A copy is provided to the evaluatee.
- A copy may be kept on file in the evaluator's office.
- In the case of evening faculty, a copy may be kept in the Instructional Services Office.