

Evaluation Guidebook  
for  
Part-Time On-Line Classroom Faculty

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This packet contains all of the policy and procedure language from Appendix X to the UF/CCCCD Contract related to the evaluation of Part-Time On-Line Classroom Faculty. Part-time classroom faculty not teaching on line, counselors, librarians, learning disability specialists, probationary and full-time faculty should consult different guidebooks (available on-line, from the UF or from any Division Dean's office). The forms included in this book are samples only. Please use the forms available in your Division Office. If you have questions about the evaluation process or about the forms, please contact the United Faculty or your Division Dean. The forms and procedures for part-time faculty also apply to Emeritus faculty.

**X2.1.1           CONTRA COSTA COMMUNITY COLLEGE DISTRICT IMPLEMENTATION OF FACULTY EVALUATION GUIDELINES**

These revised faculty Evaluation Guidelines replace the faculty Evaluation Guidelines approved by the Governing Board on April 27, 1994 and shall be implemented beginning Fall 2010.

All faculty evaluations conducted after implementation of this agreement shall use the new forms and procedures, but no evaluation timelines will be altered nor any faculty member reevaluated as a result of this agreement.

**X2.1.2           CONTRA COSTA COMMUNITY COLLEGE DISTRICT FACULTY EVALUATION GUIDELINES**

Guidelines for faculty evaluation were developed by United Faculty, academic senate, and management representatives. The goals of evaluation are to promote professionalism and enhance performance among the faculty of the District and to allow assessment of performance based on clear and relevant criteria. The college president is responsible for the implementation of the evaluation process.

**X2.1.3           EVALUATION PROCESS**

Part-time faculty will be evaluated in the first, fourth and seventh semesters. After the seventh semester, all subsequent evaluations will take place every six semesters (not including summers). Part-time faculty will have two evaluators during the seventh semester, as per Article 25.2.

For part-time faculty, the evaluation process will be conducted by one regular faculty member appointed by the department/subarea (except for the seventh semester evaluation when there will be two regular faculty members appointed). Management shall have the right to assign an educational manager to evaluate the part-time faculty member. The department/subarea appointee will serve as chair of the committee. The evaluatee has the option of adding another regular faculty member of choice. If the option is exercised, the department/subarea may also add another regular faculty member. For a part-time faculty member who serves in more than one discipline, including responsibilities such as coaching, journalism, forensics and the performing arts, each department/subarea/program within those disciplines has the right to conduct an evaluation. If a department lacks a subject-area specialist in the primary field of the

evaluatee, the department may elect to appoint a second evaluator from outside the department with appropriate expertise.

- X2.1.3.1 The chair/evaluator will conduct a pre-evaluation conference with the part-time faculty member/faculty emeritus employee to obtain materials and information from the evaluatee, to discuss evaluation criteria, and to develop a schedule for observations, student evaluations, and meetings. Timetables for classroom observation and administration of a student evaluation shall be adjusted to accommodate classes that are less than a semester in length. Such adjustments shall be made with mutual agreement of the evaluatee and the chair of the evaluation committee.
- X2.1.3.2 The evaluation of the part-time faculty member or faculty emeritus employee shall be based on the criteria delineated in this document.
- X2.1.3.3 The evaluator(s) shall have attended an orientation to evaluation during the previous three years.
- X2.1.3.4 The classroom observation plan form for on-line classes shall be completed. Classroom/workplace observations shall occur.
- X2.1.3.5 Student evaluations will be administered (in two sections if possible).
- X2.1.3.6 The evaluator(s) will complete the summary report. When there are multiple evaluators, the evaluators will collaborate to produce a single summary report.
- X2.1.3.7 The chair/evaluator will review the results of the evaluation with the part-time faculty member or faculty emeritus employee. The summary report shall be signed and the materials will be forwarded to the division chair/area dean/assistant dean of instruction to be placed in the file of the part-time faculty member or faculty emeritus employee.
- X2.1.3.8 The evaluatee may submit a written response to the Evaluation Summary Report within ten days of having received it and have the response placed in his/her personnel file.

X2.1.4 **ON-LINE CLASSROOM OBSERVATION PROCEDURES**

- X2.1.4.1 Evaluation shall be conducted by the evaluator(s) in accordance with the timetables. It is recommended that to the extent possible the evaluation of on-line faculty be conducted by evaluators with experience teaching on-line.
- X2.1.4.2 In the pre-evaluation conference, the evaluator shall obtain appropriate materials and information regarding course syllabi, outlines, sample current examinations or quizzes, and graded assignments. The confidentiality of student work shall be maintained. During this conference the evaluator will also be given an orientation to and instructions for navigating the online classroom.
- X2.1.4.3 Observations shall be scheduled at least one week in advance with the mutual agreement of the faculty member to be evaluated. Prior to the observation the evaluatee shall also complete and submit the On-Line Classroom Observation Plan to the evaluator. The evaluatee is responsible for granting the evaluator(s) student access to the online classroom.
- X2.1.4.4 The evaluator(s) shall observe for a reasonable amount of time to obtain understanding of job performance (for instructors – at least one cumulative classroom or lab hour within a consecutive five-day period).

X2.1.4.5 Class sections and various teaching obligations beyond the classroom of faculty to be evaluated shall be selected by mutual consent when possible as follows:

For part-time faculty (except for those in their seventh semester), one class shall be observed. Class to be observed will be selected by the evaluator. Part-time faculty in their seventh semester will be observed by two different evaluators in two different courses or sections when possible, one to be selected by the evaluator and one by the evaluatee. For part-time faculty being evaluated in more than one discipline, a minimum of one class in each discipline shall be observed. For faculty whose assignments regularly span more than one discipline or methodology, the Department may select the area(s) of evaluation.

X2.1.4.6 The documentation used for classroom observation shall include narrative comments (see Classroom Observation Form).

X2.1.4.7 Within two weeks of the classroom observation, each evaluator shall complete the classroom observation form and meet with the evaluatee to discuss the observation.

X2.1.4.8 The counselor, librarian, and learning disabilities specialist assigned as a classroom instructor shall be evaluated for classroom teaching in the same manner as all other classroom instructors.

X2.1.5 **ON-LINE STUDENT EVALUATION PROCEDURE FOR PART-TIME CLASSROOM FACULTY**

X2.1.5.1 The evaluator shall administer and collect student evaluation questionnaires.

X2.1.5.2 For part-time faculty, student evaluations shall be conducted in at least one on-line section of the course(s) taught by the part-time faculty member. Student Evaluations will be administered in two sections if possible.

X2.1.5.3 The faculty member will choose when an evaluator will administer and collect student evaluations.

X2.1.5.4 The evaluator administering the evaluations will send the evaluation form and instructions to the class at an agreed-upon time. The evaluator will explain to students that student evaluations are being collected for the purpose of evaluating and/or improving instruction at the college. Students will be assured of the anonymity of their responses, including that original copies of any written comments will be compiled and presented to the instructor. The evaluator shall collect the student responses and deliver the data to the appropriate manager or designee.

X2.1.5.5 The manager shall ensure that the student evaluations are confidentially scored and transcribed. A summary sheet of the objective data shall be prepared for each class in which student evaluations are administered. Written comments shall be transcribed for all faculty. The evaluation committee shall review the summary data sheet and the written comments. The chair shall summarize the written comments and the objective data in the summary report. The summary data sheet and

transcriptions of written comments shall be attached to the summary report.

- X2.1.5.6 The original student evaluation forms shall be confidentially maintained. The evaluations will be stored until the next evaluation cycle.

## X2.1.6 **RIGHTS AND RESPONSIBILITIES OF EVALUATEES**

### X2.1.6.1 Rights

Within the first four weeks of the semester, the evaluatee shall be notified that he/she is to be evaluated and shall be given access to the forms and information relevant to the evaluation as found in the document entitled Evaluation Guidebook for Part-Time On-Line Classroom Faculty.

- X2.1.6.2 The evaluatee shall have the right to have any job performance deemed “needs improvement” specifically communicated to her/him in writing and based on the job-related criteria. If rehired, the faculty member shall be given a plan for improvement.

- X2.1.6.3 The evaluatee has the right to expect evaluator(s) to adhere to the guidelines stipulated in this article and to expect that evaluator(s) will strive to maintain objectivity and ensure that the evaluation process is in agreement with principles of academic freedom.

- X2.1.6.4 The evaluatee has the right to a confidential process. Evaluations may be discussed by full-time faculty for rehiring purposes.

- X2.1.6.5 The evaluatee has the right to participate in setting time tables for class observations and conferences with the evaluator(s). The schedule should be discussed when the evaluator contacts the evaluatee in September or February.

- X2.1.6.6 The evaluatee has the right to appeal the process but not the substance of an evaluation. Where a procedural violation is alleged, the evaluatee shall, within fifteen (15) days of the time the evaluatee knew or should have known of such violation, file a request for a hearing with the United Faculty. The United Faculty shall investigate the alleged violation, and within fifteen (15) work days of receipt, shall determine no violation occurred, or shall file with the appropriate area dean, a request for a new evaluation. The Dean will then convene a Review Committee, to include the Department Chair, the Dean, and the UF Vice President, and the Committee will determine by consensus whether a new evaluation process should begin. The Committee will also decide on a timetable for the new evaluation. In the case where the Committee decides that a new evaluation is needed, the previous evaluation (the one where procedure was violated) will be discarded and no part of it will be placed in the evaluatee’s personnel file.

### X2.1.6.7 Responsibilities

The evaluatee is expected to participate in the evaluation process in a professional and timely manner. The evaluatee is required to attend scheduled meetings with his/her evaluator(s).

X2.1.7           **GUIDELINES FOR EVALUATORS**

- X2.1.7.1           Evaluators shall read all materials and follow guidelines and timetables.
- X2.1.7.2           Evaluators shall be objective. Judgments shall not be based on hearsay or unsubstantiated information.
- X2.1.7.3           Evaluators shall be constructive in their criticism, pointing out evaluation results and if necessary recommending a plan for improvement within a reasonable time frame.
- X2.1.7.4           Evaluators shall evaluate the faculty member’s professional characteristics and ability to teach, counsel and perform librarian or learning disability functions based on job-related criteria. Evaluators shall not base the evaluation on personal characteristics, such as religious beliefs, sexual orientation and political affiliation.
- X2.1.7.5           Evaluators shall recognize that the faculty member being evaluated may have a different, yet effective, philosophy of education and teaching style.
- X2.1.7.6           Evaluators who believe they cannot objectively and fairly evaluate the faculty member shall disqualify themselves from participating in the evaluation.
- X2.1.7.7           Evaluators shall respect the confidentiality of the process.
- X2.1.7.8           Evaluators shall understand that non-classroom obligations are to be equitably distributed among all faculty members and that no individual is to be evaluated negatively either for failing to take on or for accepting more than a disproportionately large share of meetings and committees.
- X2.1.7.9           Evaluators shall treat the faculty member being evaluated with fairness, civility and respect.
- X2.1.7.10          Evaluators shall create a portfolio as follows:
  - X2.1.7.10.1       This portfolio will serve as the basis for all evaluation, improvement of instruction and/or tenure decisions.
  - X2.1.7.10.2       The portfolio shall be confidential and shall be available only to the faculty member, the Due Process Panel or Appeals Committee, members of the evaluation committee, the appropriate dean, the college president, and the chancellor. The portfolio will be included in the official personnel file.
  - X2.1.7.10.3       The portfolio will contain, at the minimum:
    - a.       student evaluation transcriptions, including percentages and typed comments;
    - b.       completed workplace observation forms;
    - c.       completed self evaluation report;
    - d.       improvement plan, if needed;
    - e.       summary report form;

- f. other documentation mutually agreed upon by the evaluation committee and the faculty;
- g. job announcement for probationary faculty members;
- h. criteria-related material from the personnel file; and
- i. criteria-related input from the department chair and/or dean (if submitted).

## X2.1.8 **TIMETABLE AND ACTIVITIES**

Part-time faculty will be evaluated in the first, fourth and seventh semesters. After the seventh semester, all subsequent evaluations will take place every six semesters (not including summers). The evaluation process is reviewed in X2.1.3.

The evaluation will be completed, including a post-evaluation meeting and the submission of the Summary Report, by the end of the semester in which the evaluation was conducted.

- X2.1.8.1 The following schedule shall serve as a guide in completing the evaluation process:
  - X2.1.8.1.1 August-September/January-February  
Evaluators are selected. Orientation to evaluation is conducted.
  - X2.1.8.1.2 September/February  
Evaluator(s) and Evaluatee should meet for a pre-evaluation conference to obtain materials and information, to discuss evaluation criteria, and to develop a schedule for observations, student evaluations and meetings. Timetables for classroom observations and administration of student evaluations shall be adjusted to accommodate classes that are less than a semester in length. Such adjustments shall be made with mutual agreement of the evaluatee and the evaluator(s).  
  
In the fourth-semester and succeeding evaluations, the Evaluator(s) may review the previous evaluation(s) to ensure continuity of the process. Improvement plans shall also be reviewed in the pre-evaluation conference.
  - X2.1.8.1.3 September-November/February-April  
Classroom observations occur. Prior to each class observation, the evaluatee shall complete the On-Line Classroom Observation Plan. Within two weeks after the observations, the evaluator(s) and evaluatee should meet for a follow-up conference to review the observation(s).
  - X2.1.8.1.4 September-November/February-April  
Student evaluations are conducted.
  - X2.1.8.1.5 November/April  
Evaluatee completes the Self Evaluation Report and submits it to the evaluator. Once this is complete, and once the student evaluation scores have been

compiled and student comments transcribed by the Division Office staff, the evaluator(s) complete the Summary Report and then hold a post-evaluation conference with the evaluatee to discuss all aspects of the evaluation including the Summary Report and the development of an Improvement Plan, if necessary. The Summary Report shall be signed and placed in the Evaluation portfolio, which will then be forwarded to the appropriate dean for sign off to acknowledge receipt and placement in the personnel file of the evaluatee.

#### X2.1.9 **ORIENTATION TO EVALUATION**

The District and the United Faculty agree to work together to develop an on-line training tutorial for training faculty in evaluation procedures. Once this training is available, we agree to reconsider the timetable and requirements for training. Until such time as we have developed the tutorial, current training will be updated and proceed according to the guidelines established below.

- X2.1.9.1 Each probationary and tenured faculty member being evaluated and faculty who are evaluating probationary, tenured, part-time, and faculty emeritus employees shall participate in a faculty orientation program at the assigned college. This orientation shall take place no later than one month into the semester during which the faculty member is being evaluated.
- X2.1.9.2 The college president, the academic senate president, UF vice president, equal employment opportunity officer or their designees shall be responsible for the planning and implementation of the orientation.
- X2.1.9.3 The orientation program shall include the purpose of evaluation activities, the procedures employed and the timetables required, information about the evaluation portfolio, how to conduct classroom observations and observations of counselors, librarians, and learning disabilities specialists.
- X2.1.9.4 The faculty member shall bring to the orientation the UF/CCCCD Agreement which contains the evaluation policies, procedures, and materials.
- X2.1.9.5 Every tenured faculty member must attend an orientation once every three years.

#### X2.1.10 **PERFORMANCE CRITERIA FOR PART-TIME CLASSROOM FACULTY**

The District and the United Faculty recognize that the successful performance of professional duties includes effective classroom instruction, and various teaching obligations beyond the classroom such as coaching, journalism, forensics, and the performing arts. In addition, performance of professional duties will include participation in non-instructional responsibilities described herein.

The counselor, librarian, learning disabilities specialist, and physical disabilities specialist assigned as a classroom instructor shall be evaluated for classroom teaching in the same manner as all other classroom instructors. S/he shall also be evaluated for his/her other professional responsibilities.

The following criteria shall be used in the evaluation of all part-time teaching faculty and faculty emeritus employees. (All criteria are either observable or measurable through peer, student, or management evaluation.)

- X2.1.10.1. Demonstrate competence in performing classroom procedures and other responsibilities included in teaching load assignment.
- X2.1.10.1.1 At the beginning of a course, provide a syllabus to students that conforms to the course outline of record.
  - X2.1.10.1.2 Include in the syllabus a description of course content, contact information, the times and places where office hours are held, the means by which student work shall be evaluated, grading standards and other relevant information; it is especially important that students be made aware of exactly what is required of them in order to succeed in the course.
  - X2.1.10.1.3 Consistently begin class at the scheduled time and teach for the entire class period.
  - X2.1.10.1.4 At the beginning of class, or at another appropriate time, make a clear statement of the objective(s) for that particular session.
  - X2.1.10.1.5 Be prepared for class with necessary materials and present material in an organized, clear manner.
  - X2.1.10.1.6 Present material at a level appropriate to the course.
  - X2.1.10.1.7 Display expertise in subject matter appropriate to the assigned discipline(s).
  - X2.1.10.1.8 When presenting controversial material, do so in a balanced manner acknowledging contrary views.
  - X2.1.10.1.9 When appropriate, combine methods of instruction (visual, auditory, etc.) to accommodate various student learning styles.
  - X2.1.10.1.10 Regularly assess the teaching-learning process, periodically check student understanding, and modify strategies as necessary to improve results.
  - X2.1.10.1.11 Conduct classes in such a way as to stimulate student thinking, encourage and motivate students, and engage them in the learning process.
  - X2.1.10.1.12 Fairly evaluate student work by using clear, explicit criteria, relevant to the subject matter as stipulated in the course outline of record.
  - X2.1.10.1.13 Maintain accurate records and submit reports such as grade and census rosters according to published deadlines.
  - X2.1.10.1.14 Assess students as specified in the course syllabus.
  - X2.1.10.1.15 Provide regular feedback to students.
  - X2.1.10.1.16 Consistently return course work within two weeks of collecting work.
  - X2.1.10.1.17 Participate in the evaluation process in a professional and timely manner.

X2.1.10.2 Recognize the rights of students.

X2.1.10.2.1 Do not discriminate based on age, gender, disability, nationality, race, religion or sexual orientation.

X2.1.10.2.2 Recognize the right of students to have points of view different from the instructor's.

X2.1.10.2.3 Manage classroom to maintain an effective learning environment while treating students fairly and respectfully.

X2.1.10.2.4 Be attentive to student questions and comments, and be clear and precise in response.

**SAMPLE ON-LINE CLASSROOM OBSERVATION FORM**

***Classroom Observation Form for On-Line Teaching Faculty***

Evaluatee \_\_\_\_\_ Course/Section Observed \_\_\_\_\_ # Students Registered \_\_\_\_\_

Evaluator \_\_\_\_\_ Date/Time \_\_\_\_\_ # Students Present \_\_\_\_\_

On a scale of 1 to 5, please indicate the extent to which the instructor meets the teaching criteria listed below. Please include comments in the column on the right. Attach additional comments as necessary.

**5**      **4**      **3**      **2**      **1**      **NA**  
**excellent**    **above average**    **average**    **below average**    **poor**    **not applicable**

	5	4	3	2	1	NA	Comments
<b>1. Objectives:</b> The professor made a clear statement of the objectives of the lesson or assignment.							
<b>2. Preparation:</b> The professor was <b>well</b> prepared with necessary materials for the lesson or assignment.							
<b>3. Organization:</b> The professor presented the material in an organized manner.							
<b>4. Clarity:</b> The professor presented instructional material clearly.							
<b>5. Expertise:</b> The professor displayed expertise in the subject.							
<b>6. Class Level:</b> The professor presented material at a level appropriate to the course.							
<b>7. Learning Styles:</b> When appropriate, the professor combined methods of instruction (visual, auditory, etc.) to accommodate various student learning styles.							

	5	4	3	2	1	NA	Comments
<b>8. Respect:</b> The professor treated all students respectfully.							
<b>9. Controversial Material:</b> When presenting controversial material, the professor did so in a balanced manner, acknowledging contrary views.							
<b>10. Comprehension:</b> The professor periodically checked student understanding and modified teaching strategies as necessary.							
<b>11. Responsiveness:</b> The professor was attentive to student questions and comments and provided clear explanations and examples.							
<b>12. On-Line Class Management:</b> The professor demonstrated appropriate technical skills necessary for managing an on-line class.							

***Non-Classroom Observations***

<b>13. Course Outline:</b> The professor's syllabus conforms to the existing course outline of record.							
<b>14. Syllabus:</b> The professor's syllabus includes a description of course content, contact information, office hours if applicable, the means by which students will be evaluated, grading standards, and other relevant information.							
<b>15. Evaluation Process:</b> The professor participated in the evaluation process in a professional and timely manner.							
<b>16. Professional Obligations:</b> The professor meets professional obligations outside of class (submits rosters and grades on time, etc.).							

***On-Line Classroom Observation Plan***

(To be completed by the evaluatee prior to the online classroom visit)

Course \_\_\_\_\_ Section \_\_\_\_\_

Web site URL \_\_\_\_\_ User name and password \_\_\_\_\_

Date of visit (beginning and ending – consecutive five-day period \_\_\_\_\_)

Number of students enrolled \_\_\_\_\_

Evaluatee \_\_\_\_\_

Evaluator \_\_\_\_\_

Please attach your course syllabus.

1. State the objective(s) of the class for this five-day evaluation period.

2. How do you plan to achieve this/these objective(s)? What teaching methods/activities will you use?

3. Explain how the content of this evaluation period fits into the overall course.

**ON-LINE STUDENT EVALUATION FORM FOR TEACHING FACULTY**

This student evaluation is part of our regular effort to maintain quality instruction. Our faculty use your responses to these questions to become better teachers. We take your answers seriously, and we hope you will also take them seriously. Please write comments to explain your scores. If you have questions about this form or the evaluation procedure, please ask the person giving this evaluation.

Your answers are anonymous; all comments are typed before being shown to faculty. Completing this survey will in no way affect your course grade. Thank you for participating in this evaluation.

**On a scale of 1 to 5, please evaluate your professor:**

**5 Always      4 Often      3 Sometimes      2 Rarely      1 Never      NA “Not Applicable” (I can’t answer.)**

<b>My professor</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>NA</b>	<b>Comments</b>
1. is available on-line to answer questions.							
2. is organized and teaches clearly.							
3. checks to see if students understand the material.							
4. encourages students to ask questions and participate.							
5. answers questions clearly.							
6. knows the subject matter of this course.							
7. shows interest in the material that we are studying.							
8. encourages me to think and explore new ideas.							
9. tells the class what we are going to do and what we are expected to learn.							
10. treats all students respectfully.							
11. returns my papers, tests, and other work within two weeks of collecting them.							
12. responds to my work so I know how I'm doing and what I need to work on.							
13. responds to me when I need help.							
14. follows the grading guidelines in our course syllabus and explains my grade if I ask.							
15. helps me meet the goals and learning objectives of the course.							

Summary Evaluation Form for Faculty

Evaluatee: \_\_\_\_\_ Date of hire: \_\_\_\_\_ Evaluation Sem/year: \_\_\_\_\_

Check Faculty Status: \_\_\_\_\_ Tenured Full-time Faculty \_\_\_\_\_ Probationary (Tenure Track) Faculty \_\_\_\_\_ Part-time Faculty

\_\_\_\_\_ Check here if the Part-time Faculty currently has Staffing Preference (prior to this evaluation):

Summary of previous evaluation (available in Division Office), if applicable

Summary of student evaluations – attach summary of scores and typed comment (provided by Division Office)

Summary of classroom/workplace observations – attach observation forms and comments

<p><b>Summary of self-evaluation – attach self evaluation report</b></p>
<p><b>Criteria-related input from dept. chair and/or dean</b></p>
<p><b>Evaluatee comments – attach a separate sheet if necessary</b></p>

## Summary Evaluation Form for Faculty

**Level of Performance (Check one) – To be completed by Chair of Evaluation Committee**

\_\_\_ **Consistently High Ratings** – Excellent overall performance.

\_\_\_ **Satisfactory Performance** – Acceptable overall performance.

\_\_\_ **Needs Improvement**– Low scores in some areas necessitate an improvement plan. Evaluatee will be evaluated again next semester (if still employed by CCCCDD).

\_\_\_ **Unsatisfactory Performance** – Unacceptable overall performance.

**Signature of Evaluatee – (signature indicates receipt but not necessarily agreement) \_\_\_\_\_ Date \_\_\_\_\_**

**Signature of Evaluation Committee Members: (size of committee is determined by faculty status)**

**Chair / Evaluator** \_\_\_\_\_ (print name) \_\_\_\_\_ (signature) \_\_\_\_\_ Date \_\_\_\_\_

**Committee Member** \_\_\_\_\_ (print name) \_\_\_\_\_ (signature) \_\_\_\_\_ Date \_\_\_\_\_

**Committee Member** \_\_\_\_\_ (print name) \_\_\_\_\_ (signature) \_\_\_\_\_ Date \_\_\_\_\_

**This box only applies to probationary faculty.**

**Recommendation (To be completed by Chair of Evaluation Committee)**

\_\_\_ **Grant Tenure** \_\_\_\_\_ **Continue in Probationary Status** \_\_\_\_\_ **Termination of Service**

**Resolution (To be completed by college president)**

\_\_\_ **Grant Tenure** \_\_\_\_\_ **Continue in Probationary Status** \_\_\_\_\_ **Termination of Service**

**President** \_\_\_\_\_ **Date** \_\_\_\_\_

**Chancellor** \_\_\_\_\_ **Date** \_\_\_\_\_

## Part-Time Faculty Evaluation Checklist for Evaluators

\_\_\_\_\_  
Name of Evaluatee

**Pre-Evaluation Meeting** (date/time/location): \_\_\_\_\_

<b>Evaluator</b>	<b>Observation</b>	<b>Student Evaluation</b>
	Course/Section:  Date:  Time:  Location:	

<b>Evaluator (if more than one)</b>	<b>Observation</b>	<b>Student Evaluation</b>
	Course/Section:  Date:  Time:  Location:	

<b>Self-Evaluation</b>  Due date:	Date Received:
<b>Post-Evaluation Meeting</b>	Date:  Time:  Location:

For your self-evaluation, you are asked to write a report discussing your classroom teaching and methodology, your handling of professional responsibilities, and your professional development.

X2.1.16.1 This worksheet is meant to help you reflect on your experiences. You will turn in only your report. This worksheet will not be put in your personnel file.

Self Evaluation Worksheet: The statements and ratings below are to be used as a checklist; they are not meant to represent all of what you do, nor are they meant to represent required duties and responsibilities – part time faculty will mark “Not Applicable” more often than full time faculty. Use this worksheet as a guideline for your self-evaluation report in which you can include additional details and reflection. Each of us is on a continuing quest to improve our practice – this is your opportunity to reflect on that quest and articulate your goals and plans for the future. After completing this worksheet, you can determine which items you want to highlight in your self-evaluation report. The worksheet may also serve as a tool for engaging in dialog with your evaluator.

### Classroom Teaching and Methodology

	Often/ Always	Sometimes	Rarely/ Never	Not Sure/ Not Applicable
My courses reflect the official course outline of record (Title 5).				
I use appropriate and varied tools for evaluating and assessing student learning outcomes.				
I teach my courses using materials and activities that engage student learning (i.e. textbooks readings, supplies, field trips, speakers).				
The pace and rigor of my classes are appropriate to the course level.				
I enhance course content through the use of instructional technology (i.e. Blackboard, podcasting, power point, multimedia).				
I am approachable and encourage my students to communicate with me.				
I communicate ideas clearly, concisely, and effectively.				
I demonstrate sensitivity to the learning styles/challenges of each student.				
I encourage students' interest in my subject area and in pursuing educational goals beyond my classroom.				
I design interconnected lessons that serve the course goals.				
My classes are interactive.				
I return student work within two weeks of receiving it.				
I use class time efficiently.				
I am sensitive to the needs of students with diverse backgrounds and experience.				

### Professional Responsibilities

	Often/ Always	Sometimes	Rarely/ Never	Not Sure/ NA
I submit required reports/documents in a timely manner (i.e. census rosters, positive attendance reports, grades, grade changes and incompletes).				
I respond to communication from colleagues (including faculty, classified staff and management) in a timely and professional manner.				
I attend and participate in division, department, and other required meetings.				
I participate in department committees/tasks (i.e. curriculum development, SLO's, Course Outline/Title 5 Rewrites/Content Review).				
I serve on college committees and/or task forces.				
I serve on peer evaluation and/or hiring committees.				
I mentor colleagues and share successful teaching strategies.				
I provide student mentoring regarding matriculation, tutoring, or student services when appropriate.				
I make myself regularly accessible to students outside of class (i.e. office hours, email, phone calls), and respond to students in a timely manner.				
I assist in outreach by promoting my college and by recruiting students and/or faculty and staff.				

### Professional Development

	Often/ Always	Sometimes	Rarely/Never	Not Sure/ NA
I serve on District and/or statewide committees.				
I participate in activities designed to enhance professional performance and scholarship (i.e. research, advanced coursework, recording, publishing).				
I keep current in my field (i.e. by reading journals, attending exhibits, performances, conferences).				
I maintain professional contacts (i.e. through listservs, blogs, conferences).				
I present at conferences or professional meetings.				
I participate in community organizations.				
I seek out training in my field (i.e. by taking classes, working with a mentor)				
I am a member of a professional organization.				

X2.1.16.2 **Self Evaluation Report:** Using the categories and your ratings on the self-evaluation worksheet, write about your past job performance and plans for professional growth and development. Your report should have four sections:

1. Classroom Teaching and Methodology
2. Professional Responsibilities
3. Professional Development
4. Needs and Goals

Possible questions to consider include:

A) Classroom teaching and methodology

- What new effective classroom activities or pedagogical approaches have you used recently?
- How do you plan to continue developing your activities and approaches in the future?
- How might you be willing to share successful strategies with colleagues?

B) Professional Responsibilities

- In what ways did you participate in campus/district/statewide/community activities? (may not be applicable for part-time and probationary faculty)
- What are your plans for participating in campus/district/statewide/community activities in the coming semesters? (may not be applicable for part-time faculty)

C) Professional Development

- What were your major professional challenges this semester?
- How do you plan on addressing these challenges in the future?
- What professional development activities do you anticipate pursuing in the near future?

D) Needs and Goals

- What support do you need from the college/department/division in order to accomplish your goals related to teaching and methodology, professional responsibilities and/or professional development?

X2.1.17 **IMPROVEMENT PLAN**

X2.1.17.1 If the Evaluator or Evaluation Committee determines that the faculty performance “needs improvement,” and if the part-time faculty member is to be rehired in a subsequent semester, a specific plan for performance improvement shall be developed by the Evaluator(s) in consultation with the Evaluatee using the Improvement Plan Form.

- X2.1.17.2 The improvement plan shall include specific criteria-related recommendations and timetables for action. The timeline shall not exceed three semesters from the date of development of the plan for completion of activities.
- X2.1.17.3 The Evaluator(s) and the Evaluatee shall agree upon available resources such as staff development, workshops such as instructional skills, conferences, or other classroom/job environment observations.
- X2.1.17.4 The Evaluator or designee (Department Chair or Dean) shall monitor and record on the Improvement Plan Form that the Evaluatee completes each element of the plan within the agreed-upon timeline.
- X2.1.17.5 The Department shall conduct another evaluation when the improvement plan has been completed.
- X2.1.17.6 Sample Improvement Plan Form

<b>Improvement Plan</b>	
Evaluation Period	
Faculty Member _____	Date _____ From: _____ To: _____

<b>Performance Criteria Needing Strengthening</b>	<b>Activities for Improvement</b>	<b>Expected Completion Date</b>	<b>Actual Completion Date</b>

Signatures:	
Faculty member being evaluated _____	Evaluation Committee Chair _____
Dean _____	
Comments:	

A copy will be sent to the Evaluatee after signed by all parties, and the original will be placed in the Evaluatee's personnel folder. Upon completion of the Improvement Plan, the Evaluation Committee Chair or designee will note completion dates on this form and send a final copy to the Evaluatee.