

Evaluation Guidebook  
for  
Tenured 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 Tenured On-Line Classroom Faculty. Tenured classroom faculty not teaching on-line, counselors, librarians, learning disability specialists, part-time and probationary (tenure track) 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.

**X2.3.1           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.

**X2.3.2           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.

**X2.3.3           COMPOSITION, FORMATION AND RESPONSIBILITIES OF THE PEER REVIEW COMMITTEE**

X2.3.3.1           The peer review process shall be conducted in adherence to the applicable Education Code (87663d).

X2.3.3.2           The Peer Review Committee (PRC) is charged with the responsibility of conducting the evaluation and shall be composed of two members; one regular faculty member or educational manager chosen by the evaluatee; and one regular faculty member chosen by the department/sub-area or in the case of a one person department/subarea, one regular faculty member chosen by the division/area of which the evaluatee is a member or in the case of a two person department/subarea, one regular faculty member chosen by department/subarea or by the division/area of which the instructor is a member, if requested by the evaluatee. If the evaluatee declines to appoint a peer, the peer will be appointed by the academic senate president.

X2.3.3.3           An evaluator may serve on a PRC if s/he has participated in an orientation to evaluation within the last three years.

#### X2.3.3.4 Responsibilities of Members of the PRC:

- X2.3.3.4.1 The PRC shall elect its own chair whose responsibilities include the following:
- A) convening the PRC conferences at least two times each semester at mutually agreeable times: a pre-evaluation conference a post-evaluation conference after all evaluations have been completed;
  - B) coordinating student evaluations, classroom observations, and observations of counselors, librarians, learning disabilities specialists, and physical disabilities specialists;
  - C) adhering to the specified timetable for the evaluation process;
  - D) communicating evaluation results to the evaluatee;
  - E) completing the summary checklist and summary report;
  - F) ensuring that all evaluation materials have been placed in the portfolio of the evaluatee; and
  - G) ensuring that the committee determines whether other duties related to the evaluatee's teaching load ought to be addressed/evaluated.
- X2.3.3.4.2 If a member of the PRC must resign from the committee, he/she shall notify the chair in writing. A new member shall be designated using the method indicated in X2.3.3.2. The new member must have participated in the orientation to evaluation: additional orientations will be given, as needed.

#### X2.3.4 **ON-LINE CLASSROOM OBSERVATION PROCEDURES**

- X2.3.4.1 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.
- X2.3.4.2 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.
- X2.3.4.3 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 Classroom Observation Information Sheet to the evaluator. The evaluatee is responsible for granting the evaluator(s) student access to the online classroom.
- X2.3.4.4 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).

- X2.3.4.5 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 tenured faculty, the evaluators shall observe two sections (different courses when possible), one to be selected by the evaluatee and one by the PRC. For faculty whose assignments regularly span more than one discipline or methodology, the PRC may evaluate performance in each area.
- X2.3.4.6 The documentation used for classroom observation shall include narrative comments (see On-Line Classroom Observation Form).
- X2.3.4.7 Within two weeks of the classroom observation, each evaluator shall complete the classroom observation form and meet with the evaluatee to discuss the observation.
- X2.3.4.8 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.
- X2.3.5 **ON-LINE STUDENT EVALUATION PROCEDURE FOR TENURED CLASSROOM FACULTY**
- X2.3.5.1 The evaluator shall administer and collect student evaluation questionnaires.
- X2.3.5.2 For tenured faculty, student evaluations shall be conducted from at least thirty students or no more than two sections. The faculty member shall choose the on-line section(s) in which the evaluations shall be conducted.
- X2.3.5.3 The faculty member will choose when an evaluator will administer and collect student evaluations.
- X2.3.5.4 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.
- X2.3.5.5 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.
- X2.3.5.6 The original student evaluation forms shall be confidentially

maintained. In the case of a tenured faculty member, the evaluations will be stored until the next evaluation cycle.

## X2.3.6 RIGHTS AND RESPONSIBILITIES OF EVALUATEES

### X2.3.6.1 Rights

- X2.3.6.1.1. The evaluatee is entitled to be informed of the procedures of the evaluation process, including the appeal process.
- X2.3.6.1.2. The evaluatee has the right to be assessed only on those criteria related to the performance of the evaluatee's job.
- X2.3.6.1.3. The evaluatee shall have the right to have any job performance deemed to "needs improvement" specifically communicated to her/him in writing and based on the job-related criteria.
- X2.3.6.1.4. The evaluatee has the right to expect members of the PRC to adhere to guidelines stipulated in this article and to expect that they will strive to maintain objectivity and ensure that the evaluation process is in agreement with principles of academic freedom.
- X2.3.6.1.5. the evaluatee has the right to a confidential process.

### X2.3.6.2 Responsibilities

- X2.3.6.2.1. The evaluatee is required to attend scheduled meetings with the PRC.
- X2.3.6.2.2. The evaluatee is required to cooperate with the PRC in creating and implementing an improvement plan if the evaluation is deemed "needs improvement."
- X2.3.6.2.3. The evaluatee is required to attend the orientation to evaluation unless s/he has attended an orientation in the previous three years.

## X2.3.7 GUIDELINES FOR EVALUATORS

- X2.3.7.1. Evaluators shall read all materials and follow guidelines and timetables.
- X2.3.7.2. Evaluators shall be objective. Judgments shall not be based on hearsay or unsubstantiated information.
- X2.3.7.3. Evaluators shall be constructive in their criticism, pointing out evaluation results and if necessary recommending a plan for improvement within a reasonable time frame.
- X2.3.7.4. 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.

- X2.3.7.5 Evaluators shall recognize that the faculty member being evaluated may have a different, yet effective, philosophy of education and teaching style.
- X2.3.7.6 Evaluators who believe they cannot objectively and fairly evaluate the faculty member shall disqualify themselves from participating in the evaluation.
- X2.3.7.7 Evaluators shall respect the confidentiality of the process.
- X2.3.7.8 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.
- X2.3.7.9 Evaluators shall treat the faculty member being evaluated with fairness, civility and respect.
- X2.3.7.10 Evaluators shall create a portfolio as follows:
  - X2.3.7.10.1 This portfolio will serve as the basis for all evaluation, improvement of instruction and/or tenure decisions.
  - X2.3.7.10.2 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.
  - X2.3.7.10.3 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).

- X2.3.7.11 If a member of the PRC must resign from the Committee, he/she shall notify the chair in writing. A new member shall be designated using the method indicated in X2.3.3.2. The new member must have participated in the orientation to evaluation; additional orientations will be given as needed.

## X2.3.8 **TIMETABLE AND ACTIVITIES**

- X2.3.8.1 Each regular faculty member shall be evaluated every sixth semester. In the event that a faculty member is on leave or serving full-time in an administrative capacity during his/her regularly scheduled evaluation semester, the evaluatee shall be evaluated during the first year that the evaluatee returns to duties as an instructor, counselor, librarian, or learning disabilities specialist
- X2.3.8.2 A probationary faculty member who achieves tenure shall be evaluated as a regular faculty member in the third year after being granted tenure.
- X2.3.8.3 For a faculty member teaching in an “AC” contract assignment outside her/his “A” contract discipline(s), the “AC” department/subarea shall have the option to evaluate that faculty member independent of the faculty member’s regular evaluation and not more often than specified in the part-time evaluation policy.
- X2.3.8.4 The following schedule shall serve as a guide in completing the evaluation process:

X2.3.8.4.1 August-September/January-February

Peer Evaluators are Selected. Orientation to evaluation for PRC and tenured faculty to be evaluated is conducted

X2.3.8.4.2 September/February

Peer Review Committee (PRC) will conduct a pre-evaluation conference 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 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 chair of the evaluation committee.

In evaluations thereafter, the PRC may review the previous evaluation to ensure continuity of the process.

X2.3.8.4.3 September-November/February-April

X2.3.8.4.3.1 Classroom observations for teaching faculty and workplace observations of librarians, counselors, learning disabilities specialists, and physical disabilities specialists by PRC members occur.

X2.3.8.4.3.2 Prior to the class observation, the evaluatee shall complete the on-line classroom observation plan.

X2.3.8.4.3.3 Within two weeks after the observations, PRC members will complete the observation form(s) and conduct follow-

up conference(s) with evaluatee to review the observation(s).

X2.3.8.4.3.4 Student evaluations are conducted.

X2.3.8.4.3.5 If requested by the evaluatee, the evaluator shall make a second classroom observation and complete an observation form on that second observation before the end of the ninth week. If the evaluatee desires, a third peer will be chosen by the PRC to enter the process at this point. The third peer's observation and observation form must be completed before the end of the eleventh week of the semester. Information from all observations shall be included in the summary report.

X2.3.8.4.4 November/April

X2.3.8.4.4.1 Evaluatee completes self evaluation and submits to PRC chair.

X2.3.8.4.4.2 Post-evaluation conferences

The PRC holds a post-evaluation conference to discuss all aspects of the evaluation and to assemble materials for the evaluation portfolio

X2.3.8.4.4.3 The PRC chair in conjunction with the PRC members completes the summary report, and, if necessary, discusses the development of an improvement plan.

X2.3.8.4.4.4 The PRC holds a post-evaluation conference with the evaluatee to discuss all aspects of the evaluation, including the summary report and the development an improvement plan, if necessary. The summary report shall be signed and placed in the evaluation portfolio, which shall be finalized.

X2.3.8.4.4.5 The evaluation portfolio shall be forwarded to the appropriate dean of instruction/dean of student services/area dean for sign off to acknowledge receipt and placement in the personnel file of the evaluatee.

X2.3.9 **IMPROVEMENT PLAN**

X2.3.9.1 If the PRC determines that the faculty performance "needs improvement," a specific plan for performance improvement shall be developed by the PRC in consultation with the evaluatee using the Improvement Plan Form.

X2.3.9.2 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.

- X2.3.9.3 The committee and the evaluatee shall agree upon available resources such as staff development, workshops such as instructional skills, conferences, or other classroom/job environment observations.
- X2.3.9.4 The committee shall monitor and record on the Improvement Plan Form that the Evaluatee completes each element of the plan within the agreed-upon timeline.
- X2.3.9.5 The committee shall conduct another evaluation when the improvement plan has been completed.
- X2.3.9.6 Sample Improvement Plan Form

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

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

<b>Signatures:</b>	
Faculty member being evaluated _____	Evaluation Committee Chair _____
Dean _____	
<b>Comments:</b>	

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.

X2.3.10            **MANAGEMENT PARTICIPATION IN THE EVALUATION OF TENURED FACULTY**

If management believes substantial evidence exists that a faculty member is in violation of Education code 87732, management, with the consent of the college president, may conduct an evaluation of the faculty member. Before a management evaluation is initiated, management must notify the faculty member to be evaluated and United Faculty in writing that an evaluation is to occur. Once the notification has been given, management must give the faculty member twenty-four hour notice of any classroom observation that is to occur.

X2.3.11            **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.

- X2.3.11.1        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.
- X2.3.11.2        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.
- X2.3.11.3        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.
- X2.3.11.4        The faculty member shall bring to the orientation the UF/CCCCD Agreement which contains the evaluation policies, procedures, and materials.
- X2.3.11.5        Every tenured faculty member must attend an orientation once every three years.

X2.3.12            **DUE PROCESS PROCEDURE FOR PROBATIONARY AND REGULAR FACULTY**

X2.3.12.1        Available Procedures

X2.3.12.1.1      Appeals Process

The appeals process is designed to handle expeditiously a complaint of a faculty member being evaluated and/or a member of the TRC/PRC. This process can be used at any time during an evaluation period; however, complaints filed after a PRC summary report has been completed must be filed within ten days of receipt of the report by the faculty member being evaluated. The appeals process is not intended to replace the grievance procedure outlined in UF/CCCCD Agreement or Board Policy 2002, both of which the faculty member being evaluated is entitled to use.

X2.3.12.1.2 UF/CCCCD Grievance Procedure

A regular faculty member has the right to file a grievance using the UF/CCCCD procedure for violation of this article as it relates to regular faculty members.

X2.3.12.1.3 Board Policy 2002

The faculty member may use Board Policy 2002 to file allegations of unlawful bias on the basis of religion, disability, sexual orientation, gender, race, and ethnicity.

X2.3.12.2 Specifics of Appeals Process

X2.3.12.2.1 Limitations of the Appeals Process

X2.3.12.2.1.1 Allegations of bias

This procedure can be used only when alleging bias based on the following: age, religion, disability, sexual orientation, gender, race, ethnicity, philosophical beliefs, pedagogical differences, or discipline-related schools of thought. When alleging bias, the complainant must be able to provide evidence that the evaluator's bias prevents him/her from making an objective evaluation. Any allegation of bias that will result in an appeal of the content of the evaluation will not be allowed; however, the examination of the content of the evaluation may be used to substantiate alleged bias.

X2.3.12.2.1.2 Allegations of Procedural Violations

This procedure can be used to allege violations of the procedure outlined in this article. The allegations may include failure to follow the established timetable and failure to use the criteria delineated in this article. Any allegation of a procedural violation that will result in an appeal of the content of the evaluation will not be allowed; however, the examination of the content of the evaluation may be used to substantiate alleged bias.

X2.3.12.2.1.3 Allegations of an Inappropriate Improvement Plan

This procedure can be used to allege inappropriateness of remedial activities.

X2.3.12.2.2 Steps in the Appeals Process

X2.3.12.2.2.1 The complainant must formally file a complaint by completing an appeal form available in the president's office. S/he must provide evidence that supports the claim. The faculty member must submit the form to the chair of the Due Process Panel.

X2.3.12.2.2.2 Once the complaint is received, the chair must notify the

members of the PRC (if the complaint is from the evaluatee), the evaluatee (if the complaint is from a member of the PRC), and the college president that a complaint has been filed.

- X2.3.12.2.2.3 The chair may attempt to resolve the complaint informally. If the complaint is not resolved informally within five working days or the chairperson determines that an informal resolution is not possible, the panel shall proceed formally to investigate the complaint.
- X2.3.12.2.2.4 The panel shall review all supportive documentation provided by the complainant and interview members of the PRC as well as others who may attest to the validity of the complaint. PRC members shall be given an opportunity to respond to any allegations of bias against them. The evaluatee shall be given the opportunity to comment on this response and/or findings.
- X2.3.12.2.2.5 The panel shall make a tentative decision and confer with the president before a final decision is made. The panel shall render the findings in writing within fifteen (15) working days of receipt of a written complaint. The written report must summarize the evidence considered and the reasoning involved in the decision, noting minority opinion, if any.
- X2.3.12.2.2.6 The panel can render the complaint either to be groundless or to have merit. If the complaint is groundless, no remedial action shall be recommended. If it has merit, the panel can inform the president that one of the PRC member must be replaced, that the procedures and timetable require modification or, in extreme cases, that a new process be started no later than the beginning of the following semester. The president shall ensure that the panel's decision is implemented.
- X2.3.12.2.2.7 If a peer or manager chosen by the faculty member has to be replaced, the faculty member shall select the replacement; if chosen by the department/subarea, the department/subarea selects the replacement. If a peer or manager chosen by the faculty has to be replaced, the college president shall select the replacement.

X2.3.12.2.3 Composition of the Due Process Panel

The panel shall be appointed annually in September and shall consist of a UF representative, the academic senate president or designee, and a manager chosen by the president. A panel member cannot serve on an evaluation committee.

X2.3.12.2.4 Effective Date of the Allegation

The day that a decision is rendered will be the effective date of the allegation for purposes of Article 19.14.1a.

X2.3.13

**PERFORMANCE CRITERIA FOR TENURED 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.

The following criteria shall be used in the evaluation of all tenured teaching faculty. (All criteria are either observable or measurable through peer, student, or self evaluation or materials contained in the portfolio.)

- X2.3.13.1 Demonstrate competence in performing classroom procedures and other responsibilities included in teaching load assignment.
  - X2.3.13.1.1 At the beginning of a course, provide a syllabus to students that is consistent with the course outline of record.
  - X2.3.13.1.2 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.
  - X2.3.13.1.3 Consistently begin class at the scheduled time and teach for the entire class period.
  - X2.3.13.1.4 At the beginning of class, or at another appropriate time, make a clear statement of the objective(s) for that particular session.
  - X2.3.13.1.5 Be prepared for class with necessary materials and present material in an organized, clear manner.
  - X2.3.13.1.6 Present material at a level appropriate to the course.
  - X2.3.13.1.7 Display expertise in subject matter appropriate to the assigned discipline(s).
  - X2.3.13.1.8 When presenting controversial material, do so in a balanced manner acknowledging contrary views.
  - X2.3.13.1.9 When appropriate, combine methods of instruction (visual, auditory, etc.) to accommodate various student learning styles.
  - X2.3.13.1.10 Regularly assess the teaching-learning process, periodically check student understanding, and modify strategies as necessary to improve results.
  - X2.3.13.1.11 Conduct classes in such a way as to stimulate student thinking, encourage and motivate students, and engage them in the learning process.

- X2.3.13.1.12 Fairly evaluate student work by using clear, explicit criteria, relevant to the subject matter as stipulated in the course outline of record.
- X2.3.13.1.13 Maintain accurate records and submit reports such as grade and census rosters according to published deadlines.
- X2.3.13.1.14 Assess students as specified in the course syllabus.
- X2.3.13.1.15 Provide regular feedback to students.
- X2.3.13.1.16 Consistently return course work within two weeks of collecting work.
- X2.3.13.2 Recognize the rights of students.
  - X2.3.13.2.1 Do not discriminate based on age, gender, disability, nationality, race, religion or sexual orientation.
  - X2.3.13.2.2 Recognize the right of students to have points of view different from the instructor's.
  - X2.3.13.2.3 Manage classroom to maintain an effective learning environment while treating students fairly and respectfully.
  - X2.3.13.2.4 Be attentive to student questions and comments, and be clear and precise in response.
- X2.3.13.3 Participate in non-classroom professional responsibilities.
  - X2.3.13.3.1 Attend required management called meetings.
  - X2.3.13.3.2 Serve on departmental/subarea/division/area, college, or district committee(s). (It is understood, however, that such obligations are to be equitably distributed among all faculty members. An individual should not receive a negative evaluation either for failing to take on or for accepting a disproportionately large share of meetings or committees.)
  - X2.3.13.3.3 Maintain regular and timely office hours as specified in this contract.
  - X2.3.13.3.4 Participate in curriculum development and course outline of record revision.
  - X2.3.13.3.5 Participate in the evaluation process in a professional and timely manner.
  - X2.3.13.3.6 Participate in professional growth activities. These may include the following:
    - A) participating in activities designed to enhance professional performance: independent research, learning and developing strategies for more effectively serving students, advanced course work related to the discipline, creating and maintaining professional contacts, and occupational training;
    - B) serving on college, district, and/or statewide committees; and

- C) participating in conferences and workshops, artistic exhibits, performances, internships, classroom research, and community involvement related to academic area.
- D) participating in matriculation advising, peer or student mentoring, or peer evaluation.

**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 well 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>
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## 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 /Evaluators** (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** \_\_\_\_\_

## Peer Review Committee (PRC) for

\_\_\_\_\_

Name of Evaluatee

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

<b>Committee Members</b>	<b>Observations</b> (1 course selected by evaluatee; 1 selected by PRC)	<b>Student Evaluations?</b> (at least 30 students or no more than 2 sections)
1. Member selected by evaluatee:  (committee chair? Y N )	<ul style="list-style-type: none"> <li>• Course/Section:</li> <li>• Date:</li> <li>• Time:</li> <li>• Location:</li> </ul>	Yes    No
2. Member selected by department:  (committee chair? Y N )	<ul style="list-style-type: none"> <li>• Course/Section:</li> <li>• Date:</li> <li>• Time:</li> <li>• Location:</li> </ul>	Yes    No

<b>Self-Evaluation due</b>	Date:
<b>Post-Evaluation meeting Part 1</b> (PRC only) to develop summary and portfolio	Date: Time: Location:
<b>Post-Evaluation meeting Part 2</b> (with evaluatee)	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.

X2.3.19.1 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.				

X2.3.19.2 **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?