

APPENDIX D FORM A2

ADMINISTRATOR AND PEER EVALUATION FORM FOR
CONTRACT TENURED FACULTY

(The purposes of evaluation are described in Article 12 of the VCCCD Agreement.)

DATE OF VISIT: _____ ARRIVAL TIME: _____ DEPARTURE TIME: _____

NAME OF EVALUATEE: _____

POSITION OF EVALUATEE: _____

Evaluator: _____

Type of Evaluator: [Click here to select](#)

Faculty Function(s) Being Evaluated: (check all that apply)

- Instructor Course Name: _____
Number of Students Attending: _____
- Counselor
- Librarian
- Other (specify): _____

Location: [Click for campus location](#)
Other (specify): _____

Do not sign this form until you have completed the evaluation meeting.

I am aware of my rights as provided in Article 12 of the VCCCD Agreement. I have read this report, am aware of the opportunity to add my own comments, and recognize that I have the right to discuss it with the college president if I so desire.

Faculty Member's Signature _____
Date

Evaluator's Signature

Date

*Rec'd from
AFT
3/17/17
9:20AM*

ADMINISTRATOR AND PEER EVALUATION FORM FOR CONTRACT TENURED FACULTY

The Purpose of Evaluation is:

“...to provide a genuinely useful and substantive assessment of faculty performance, to recognize and acknowledge good performance, to enhance performance, and to help employees further their own growth. The evaluation process should be implemented in a positive, supportive manner, that encourages self-improvement and excellence in the faculty member’s areas, promotes professionalism, and enhances performance.” (From Section 12.1 of the Agreement between the VCCCD and AFT Local 1828.)

(Do not proceed without reading instructions.)

Instructions

- Rate only those areas where you possess first-hand knowledge based on direct observation of evaluatee’s performance and/or other substantiated sources.
- You may use the rating system below for each applicable criterion.
- Provide a detailed response where applicable.
- You may use the electronic version of this form (comment boxes are expandable) or hard copy to be completed manually. If needed, attaché extra sheets of paper to accommodate detailed responses, cite the section, and item being addressed.

| <u>RATING SYSTEM</u> | |
|-----------------------------|-------------------------|
| E | Excellent |
| S | Satisfactory |
| N | Needs to improve |
| U | Unsatisfactory |
| N/O | Not observed |
| N/A | Not applicable |

SECTION I. Professional Qualities (to be answered for all faculty)

Using the scale above, please rate the evaluatee based on applicable criteria:

A. Professionalism

1. Demonstrates cooperation and sensitivity in working with colleagues, staff, and students.
Click to select rating
2. Submits required departmental reports and other necessary paperwork, including census, and/or positive attendance, and grades on time.
Click to select rating
3. Maintains adequate and appropriate records.
Click to select rating
4. Observes health and safety regulations.
Click to select rating

5. Maintains office hours and is accessible to students.
Click to select rating
6. Demonstrates continuing professional development in subject areas of assignment.
Click to select rating
7. Demonstrates progress toward self-determined individual and developmental goals.
Click to select rating

B. Area and Departmental Responsibilities

1. Please evaluate only the areas in which the faculty member has chosen or was required to participate during the current evaluation period.
 - Orders textbooks, instructional materials, and equipment in a timely manner.
Click to select rating
 - Participates in screening/hiring committees.
Click to select rating
 - Provides information for the development of departmental budgets.
Click to select rating
 - Exercises good judgment in the use of facilities, equipment, and supplies.
Click to select rating
 - Participates in overall departmental program development, maintenance, evaluation, updating of course outlines, and/or expansion of programs.
Click to select rating
2. Meets flex requirements.
Click to select rating
3. Maintains work schedule and keeps appointments.
Click to select rating
4. Makes a positive contribution to the department.
Click to select rating

C. College-wide and Instruction-Related Student-Support Activities

1. Please evaluate only the faculty member's participation in the activities (s)he has chosen during the current evaluation period. (Only evaluate areas about which you have direct personal knowledge.)

- | | |
|--|------------------------|
| <input type="checkbox"/> sponsors and provides support for student activities | Click to select rating |
| <input type="checkbox"/> participates in college and/or district budget development | Click to select rating |
| <input type="checkbox"/> participates in college and/or district committees | Click to select rating |
| <input type="checkbox"/> contributes to curriculum development | Click to select rating |
| <input type="checkbox"/> participates in articulation and matriculation | Click to select rating |
| <input type="checkbox"/> writes grant proposals and/or research projects | Click to select rating |
| <input type="checkbox"/> participates in recruitment and high school relations | Click to select rating |
| <input type="checkbox"/> conducts registration advisement | Click to select rating |
| <input type="checkbox"/> is active in faculty governance, representation, and advocacy | Click to select rating |
| <input type="checkbox"/> participates in community outreach and interface | Click to select rating |
| <input type="checkbox"/> other | Click to select rating |

2. The faculty member demonstrates a pattern of service with college communities, projects, and/or student organizations.
Click to select rating

3. The faculty member has fulfilled commitments with respect to any committees, projects, or activities (s)he has chosen during the current evaluation period.

Click to select rating

Comments: (Commendations, recognition, strengths/weaknesses, etc. Please explain how you reached your conclusions where necessary.)

SECTION II. JOB PERFORMANCE OBSERVATION (*Answer all applicable areas.*)

A. NATURE OF WORK IN PROGRESS:

In the provided space (boxes) or on attached sheets, describe in detail the content of the lesson, the teaching techniques employed, and the activities of the students. In the case of non-classroom observation, describe the activity and related performance observed. Include specific comments about the appropriateness and effectiveness of what was observed. Where appropriate, note what was commendable, make constructive criticisms about what might be improved, and suggest alternatives. If any ratings below satisfactory were issued, recommendations for improvement are required of the evaluator and should be included in the Overall Summary and Recommendations portion of this form. Explain how you reached your conclusions.

Type here (box will expand as you type):

B. DISTANCE EDUCATION

1. Follows all campus distance education standards as adopted by Curriculum Committee/Academic Senate.
Click to select rating
2. Demonstrates competence in the current distance education course management system.
Click to select rating
3. Uses the appropriate distance education form of communication.
Click to select rating

C. CLASSROOM FACULTY

Instructional Delivery

1. Voice and delivery are clear and understandable.
Click to select rating
2. Employs multiple teaching approaches where applicable.
Click to select rating
3. Communicates ideas clearly, concisely, and effectively.
Click to select rating
4. Paces class according to the level and material presented.
Click to select rating
5. Uses class time effectively.
Click to select rating
6. The teaching method and techniques observed are effective.

- Click to select rating
7. Conducts class in accordance with instructional schedule.
Click to select rating

Faculty/Student Interaction

8. Students are engaged in lesson.
Click to select rating
9. Demonstrates sensitivity to differing student learning styles.
Click to select rating
10. Stimulates student interest in materials presented.
Click to select rating
11. Measures student performance in fair and valid ways.
Click to select rating
12. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, as well as physical and mental abilities.
Click to select rating

Content

13. The content of the lesson observed was: current adequate outdated
14. The content of the lesson was consistent with the course outline. Yes No
15. The lesson was at the appropriate level for the course. Yes No

Comments: Type here (box will expand as you type):

D. COUNSELORS

Presentation

1. Presents information and directions to student in a clear and organized way.
Click to select rating
2. Advisement methods and techniques utilized are effective.
Click to select rating
3. Listens well and provides opportunities for students to express their concerns.
Click to select rating
4. Helps students define and seek solutions to problems.
Click to select rating
5. Gives the student an opportunity for follow-up.
Click to select rating
6. Directs counselees to appropriate sources of information/assistance-when advisable.
Click to select rating
7. Respects students' confidentiality.
Click to select rating
8. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, as well as physical and mental abilities.

Click to select rating

Content

9. Demonstrates knowledge of district classes, resources, and programs.

Click to select rating

10. Demonstrates knowledge of current course articulation and program requirements.

Click to select rating

11. The content of the session observed was consistent with advisement objectives and student needs.

Click to select rating

Service Assignment Objectives

12. Communicates and networks effectively with secondary and four-year schools.

Click to select rating

13. Researches questions brought by students as needed.

Click to select rating

Comments: Type here (box will expand as you type):

E. LIBRARIANS

Presentation and Content

1. Communicates information clearly, concisely and effectively.

Click to select rating

2. Utilizes knowledge of current trends and technology in library/information science.

Click to select rating

3. Demonstrates knowledge of research methods and resources.

Click to select rating

Faculty/Student Interaction

4. Assists students to reach reference and research objectives.

Click to select rating

5. Facilitates self-reliance in library usage.

Click to select rating

6. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, as well as physical and mental abilities.

Click to select rating

Service Assignment Objectives

7. Consults with other librarians and departments to provide students with up-to-date information and programs.

Click to select rating

8. Assists in building, organizing, and maintaining library collection.

Click to select rating

NOTE: If you attended a library orientation, please also fill out Section II C, Classroom Faculty.

Comments: Type here (box will expand as you type):

F. OTHER NON-TEACHING FACULTY (Coordinators, Project Directors, Student Personnel Workers, Facilitators, Coach/Athletic Directors)

NOTE: NOT ALL CRITERIA ARE APPLICABLE.

1. Supervises the routine security, upkeep, repair, and replacement of facilities and equipment in assigned area of assignment.
Click to select rating
2. Consults with appropriate college faculty and staff about related projects and work assignments.
Click to select rating
3. Maintains effective working relationship with grant monitors.
Click to select rating
4. Adheres to grant guidelines, objectives, and schedules.
Click to select rating
5. Serves as a unit leader within the assigned area.
Click to select rating
6. Consults with the dean concerning all expenditures outside of the department budget.
Click to select rating
7. Consults with the dean concerning all grant applications and fundraising activities.
Click to select rating
8. Participates in necessary meetings and conferences.
Click to select rating
9. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, as well as physical and mental abilities.
Click to select rating
10. Fulfills specific job description requirements.
Click to select rating

NOTE: If you attended a presentation seminar or class, please also fill out Section II C for Classroom Faculty.

Comments: Type here (box will expand as you type):

G. Overall Comments/Recommendations

Comment on professional performance, specifying, where relevant, areas of excellence and areas requiring improvement. If there are areas requiring improvement, make constructive, specific recommendations to evaluatee.

Comments: Type here (box will expand as you type):

H. Evaluator's Overall Rating: Click to select rating