

Office of Academic Affairs

I. Evaluation Information		
Evaluatee	Department	Semester / Year
Evaluator	Title	

II. Overall Evaluation	Not observed/Not applicable	Meets or Exceeds	Needs Improvement	Does not Meet
Contractual Obligations				
Professional Responsibilities: Teaching, Counseling, or Librarianship				
Professional Responsibilities: Program and Department				
Professional Responsibilities: College and Community				
Professional Responsibilities: Students				
Syllabus and Course Standards				
Distance Education and Course Material Standards				

III. Recommendation on Contract or Tenure Status
<p>Continue Probationary Status Do Not Continue Probationary Status Grant Tenure (Contract III, Year 2 Only) Do Not Grant Tenure (Contract III, Year 2 Only)</p>

IV. Narrative Summary
<p><i>Attach additional pages as needed for the narrative summary.</i></p>

V. Signatures	
Evaluatee	Date
Dean	Date
Vice President of Academic Affairs	Date

Administrative Evaluation of Contract Faculty

Part 2 – Contractual Requirements and Professional Responsibilities

I. Contractual Requirements	Not observed/Not applicable	Meets or Exceeds	Needs Improvement	Does not Meet
Meets contracted days and hours of service				
Teaches assigned courses, meets duties, and /or provides services consistent with the position announcement				
Meets office hours as required				
Attends assigned committee(s)				
Comments on Evaluation				

II. Works Responsibly Within Program	Not observed/Not applicable	Meets or Exceeds	Needs Improvement	Does not Meet
Participates in curriculum development and revision				
Participates in the development, revision, and assessment of student learning outcomes				
Attends division meetings				
Actively works with advisory committees and programmatic accrediting bodies (where applicable)				
Participates in program review, planning, scheduling, and development.				
Comments on Evaluation				

III. Works responsibly within the College and Community	Not observed/Not applicable	Meets or Exceeds	Needs Improvement	Does not Meet
Meets departmental and division deadlines, including deadlines for curriculum, SLO assessment, program review, and scheduling.				
Responds to requests and meets deadlines for submission of grades, positive attendance rosters, and other student and instructional support documentation.				

Meets professional expectations and follows reasonable business practices in communication and interactions with staff, students, and the community.				
Follows all college policies and processes, including those established for leaves and attendance.				
Participates in professional development activities and maintains connections to relevant discipline and professional organizations.				
Comments on Evaluation				

IV. Supports Students	Not observed/Not applicable	Meets or Exceeds	Needs Improvement	Does not Meet
Creates safe, supportive classroom and academic environment that focus on student learning and promote student success.				
Demonstrates willingness to work with students in and outside the classroom.				
Provides timely feedback to students.				
Assists students with discipline specific issues and opportunities				
Advise students about available resources within the campus and community to support and encourage students.				
Upholds professional standards of conduct in interactions with students.				

Comments on Evaluation				

V. Signatures	
Evaluatee	Date
Dean	Date
Vice President of Academic Affairs	Date

Administrative Evaluation of Contract Faculty

Part 3 – Syllabi, Distance Education, and Course Material Review

I. Syllabi Review	Yes	No	Not Applicable
Course description, objectives, and essential course elements are consistent with Course Outline of Record (COR) and Catalog			
Includes student learning outcomes aligned with COR			
Grading policy is clear and compliant with district and state regulations.			
Includes required textbooks, instructional materials, equipment, and supplies.			
Includes clearly stated health and safety requirements, if appropriate.			
Attendance policy and standards for participation are clear and compliant with district and state policy and regulations.			
Statement on accommodations and resources for students with disabilities is accurate and compliant with district, state, and federal standards.			
Statement on academic honesty and related grading policies are compliant with district policy and state law.			
Standards of student conduct are clearly stated and compliant with district and state policies and regulations.			
Student fee and field trip requirements are compliant with state law.			
For Hybrid and Online Courses: access information is included and clearly stated.			
Comments on Evaluation			

II. Distance Education, Media, and Website Compliance	Yes	No	Not Applicable
Course site and all posted media meet federal and state accessibility standards			
All material on the course website complies with copyright laws			

The instructor engages in regular effective contact with students in online and hybrid courses.			
The course is conducted according to the standards set forth on the Course Outline of Record			
Other online resources required or suggested for students are compliant with student fee regulations, accessibility requirements, district standards, and all state, and federal regulations.			
Comments on Evaluation			

III. Signatures	
Evaluatee	Date
Dean	Date
Vice President of Academic Affairs	Date

Administrative Evaluation of Contract Faculty

Part 4 – Class Observation Feedback

I. Evaluation Information		
Evaluatee	Department	Semester / Year
Course Observed	Section	Date and Time
Evaluator	Title	

II. Classroom Observation	Meets or Exceeds	Needs Improvement	Does not Meet	N/A
Instructor was on time and prepared for class				
The instructor used class time effectively				
The instructor communicated directions, procedures, and other information clearly				
The course is conducted according to the standards set forth on the syllabus and Course Outline of Record				
Maintains an inclusive and positive learning environment, communicating and interacting with students in a professional manner				
<u>Lab / Studio / Clinical</u> - The instructor provided safety supervision or direction for use of facility, materials, or equipment, if applicable.				
<u>DE</u> - The instructor provided regular effective contact				
<u>DE</u> - The instructor provided opportunities for students to engage with each other.				
<u>DE</u> - The instructor explained course directions, policies, and procedures in the orientation and throughout the course.				
<u>DE</u> - The instructor meets established distance education regulations and standards related to course design, regular effective contact, and accessibility				

III. Overall Observations

Provide a general summary of the instructor's performance in observed class session.

IV. Recommendations for Improvement

For areas marked "Needs Improvement" or "Does not Meet", please describe specific concerns and improvements necessary to meet expectations.

V. Signatures

Evaluatee	Date
Dean	Date
Vice President of Academic Affairs	Date