

Part-time Faculty Teaching Evaluation

Office of Academic Affairs
Napa Valley College
September 2018





Office of Academic Affairs

Part-time Faculty Evaluation
Evaluation Summary

I. Evaluation Information		
Evaluatee	Department	Semester / Year
Evaluator	Title	

II. Summary Evaluation	Meets or Exceeds	Needs Improvement	Does Not Meet
Overall Evaluation			

III. Narrative Summary
<p><i>Use this space for commendations or to note specific areas of deficiency if "Needs Improvement" or "Does Not Meet" is selected for any component of the evaluation.</i></p>

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

Part-time Faculty Evaluation

Part 1: Peer Review

I. Evaluation Information	
Evaluatee	Date
Class Session Observed	Time
Evaluator	OVERALL SCORE

II. Peer Review				
<p>Comments recorded on this form will reflect observation of a class session as noted above.</p> <p>Scoring: Section "Needs Improvement" will be worth <u>1 point</u> & "Does not meet" will be worth <u>2 points</u>. Sections "Not observed/Not applicable" & "Meets or Exceeds" will be worth <u>0 points</u>. A total score of <u>2 or more</u> will constitute a <u>negative review</u>.</p> <p>Check the box that best reflects your observation for each of the 4 sections.</p>				
	Not observed/ Not applicable	Meets or Exceeds	Needs Improvement	Does Not Meet
1. Observations and comments regarding the instructor's preparation for class.				
Observations & Comments:				
	Not observed/ Not applicable	Meets or Exceeds	Needs Improvement	Does Not Meet
2. Observations and comments regarding the instructor's knowledge of the subject material, or indicate NA if you are unfamiliar with the subject material.				
Observations & Comments:				

	Not observed/ Not applicable	Meets or Exceeds	Needs Improvement	Does Not Meet
3.Observations and comments regarding the establishment of a positive learning environment.				
Observations & Comments:				
4.Observations and comments regarding the level of class participation/involvement on the part of students and the interaction between instructor and student.				
Observations & Comments:				

Record additional comments or observations here:

III. Signatures	
Evaluatee	Date
Evaluator	Date

The signed, original Peer Review form is delivered to the Evaluatee’s Administrative Evaluator.	Per request to the Administrative Evaluator , the Evaluatee may receive copies of the completed evaluation forms at the end of the semester.
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Part-time Faculty Evaluation

Part 2: Administrative Evaluation - 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				
Comments on Evaluation				

II. Works Responsibly Within Program, College and Community	Not observed/ Not applicable	Meets or Exceeds	Needs Improvement	Does Not Meet
Participates in the development, revision, and assessment of student learning outcomes				
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 polices and processes, including those established for leaves and attendance.				
Comments on Evaluation				

III. 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.				
Provides timely feedback to students.				
Upholds professional standards of conduct in interactions with students.				
Comments on Evaluation				

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Part 3: Administrative Evaluation – 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			

When evaluation process is completed , all original evaluations forms are delivered to the Office of Academic Affairs.	Per request to the Administrative Evaluator , the Evaluatee may receive copies of the completed evaluation forms at the end of the semester.
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Part Time Faculty Evaluation

Part 4: Administrative Evaluation – Class Observation Feedback

Only to be used in the event of a negative peer evaluation

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.

If Class Observation Feedback is performed, the original form will be included in the evaluation packet delivered to the Office of Academic Affairs