



**Administrative Evaluation of Full-time Faculty  
Office of Academic Affairs**

Evaluation Information		
Evaluatee	Department	Semester / Year
Evaluator	Title	

**Part 1 – Contractual Requirements and Professional Responsibilities**

*Evaluator must provide a brief explanation and cite specific examples for any item marked “Needs Improvement” OR “Does not Meet”*

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 and holds office hours as required and/or completes librarian or counselor duties as assigned				
Syllabi meets requirements				
Attends and participates in assigned committee(s)				
Responds to requests and meets deadlines for submission of grades, positive attendance rosters, and/or other support documentation required of instructors, counselors, and librarians				
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 (*strengths and areas for improvement*)**

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II. Works Responsibly Within Program & College	Not observed/Not applicable	Meets or Exceeds	Needs Improvement	Does not Meet
Participates in curriculum development and revision as needed				
Participates in the development, revision, and assessment of student learning outcomes as needed				
Attends appropriate meetings for department/discipline				
Actively works with advisory committees and programmatic accrediting bodies (where applicable)				

Participates in program review, planning, scheduling, and development as needed				
Meets department and division deadlines, including deadlines for curriculum, SLO assessment, program review, and scheduling				
<b>Comments on Evaluation (<i>strengths and areas for improvement</i>)</b>				
<b>III. Supports Students</b>	<b>Not observed/Not applicable</b>	<b>Meets or Exceeds</b>	<b>Needs Improvement</b>	<b>Does not Meet</b>
Creates a safe and supportive environment that focuses on student learning and promotes student success				
Demonstrates willingness to work with students in and outside the classroom				
<b>Comments on Evaluation (<i>strengths and areas for improvement</i>)</b>				

## Part 2 - Evaluation Summary

<b>II. Recommendation on Status &amp; Performance Rating</b>
<p><b>For Contract Faculty Only:</b></p> <p><b>Overall Performance Rating</b></p> <p><input type="checkbox"/> Meets or Exceeds</p> <p><input type="checkbox"/> Needs Improvement</p> <p><input type="checkbox"/> Does Not Meet</p> <p><b>Contract Status</b></p> <p><input type="checkbox"/> Continue Probationary Status</p> <p><input type="checkbox"/> Do Not Continue Probationary Status</p>
<p><b>For Tenured Faculty Only: Performance Rating</b></p> <p><i>*A rating outside of "meets or exceeds" will lead to an additional administrative evaluation in the following semester to document improvement.</i></p> <p><input type="checkbox"/> Meets or Exceeds</p> <p><input type="checkbox"/> *Needs Improvement</p> <p><input type="checkbox"/> *Does Not Meet</p>

**III. Narrative Summary & Additional Comments (*strengths and areas for improvement*)**

\*While all comments are welcomed, a brief explanation is required for any faculty member who did not receive a performance rating of “meets or exceed”.

**IV. Signature**

Dean

Date

*Once completed, this form should be emailed to the Vice President of Academic Affairs, the Academic Senate administrative assistant, and the entire evaluation team (including the evaluatee) by the end of week 12.*