

APPENDIX J1.B
ADMINISTRATIVE AND PEER EVALUATION FORM
FACULTY- Asynchronous Instruction
(Article 6 and 6A - Evaluation)
Foothill-De Anza Community College District

FACULTY NAME: _____ QUARTER: _____

DEPARTMENT/PROG: _____ ACADEMIC YR: _____

CAMPUS LOCATION: Foothill De Anza Center (specify) _____

FACULTY STATUS: (check one) Full-time Part-time

If full-time, (check one) Tenured Contract (grant-funded/temporary replacement)
 Probationary Phase I Probationary Phase II Probationary Phase III

If part-time, number of service credits in Division (per Article 7.9) _____

DUTIES: Instructor Counselor Librarian Other (specify) _____

COURSE/ACTIVITY: _____ LENGTH OF VISIT: _____
(50 min to 100 min)

EVALUATION DATE: _____ EVALUATOR'S NAME: _____
(please print)

Pre-eval meeting date (required) _____ Post-eval meeting date (required) _____

EVALUATION TYPE: Administrative Probationary (Tenure Committee) Peer

Date: _____
Signature of Evaluator CWID

Date: _____
Signature of Division Dean

Date: _____
Signature of Vice President for Instruction or
Signature of Vice President for Student Services

I am aware of my rights as provided in the appropriate article of the District Agreement, Article 6 or Article 6A. 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 President if I so desire.

Date _____ Signature of Faculty Member _____ CWID _____

The purposes of evaluation are contained in Articles 6 and 6A of the Agreement.

For Office Use Only:
Copy - Instructor _____ Update Banner _____ PAY? YES or NO DEAN AUTH. _____
Copy - Division _____ To Payroll _____ FOAP _____ INDEX CODE _____

Revised 3/2023

DRAFT

ADMINISTRATIVE AND PEER EVALUATION FORM FOR FACULTY
Foothill-De Anza Community College District

This form may not be modified unless agreed upon by the Board and the Faculty Association.

This form uses both objective and narrative data. Please use the rating system for each applicable criterion. Then, write a brief narrative for each section and, finally, a comprehensive summary statement.

Rating system:

| | |
|---------------------------|---------------------|
| EX = Exceeds Expectations | UN = Unsatisfactory |
| MT = Meets Expectations | NA = Not Applicable |
| ND = Needs Development | NO = Not Observed |

For advancement through the tenure process, earning of Professional Achievement Awards (PAA), or attainment of Reemployment Preference (REP) for part-time faculty, MT is the standard for each criteria. EX is available as a rating to recognize areas of uncommon excellence; an EX rating is not required for tenure, PAA, or REP.

A rating of ND or UN does not prevent one from advancing through the tenure process, earning a PAA, or attaining REP. It is the entirety of the evaluation that is considered in these decisions, and faculty are given an opportunity to demonstrate improvement in cases of ND or UN ratings.

SECTION I:

| Online Instruction | EX | MT | ND | UN | NA | NO |
|--|-----------|-----------|-----------|-----------|-----------|-----------|
| 1. Demonstrates discipline expertise. | | | | | | |
| 2. Uses current materials and theories. | | | | | | |
| 3. Provides students with a clearly written explanation of the course expectations, <u>schedule</u> , requirements, assignments, and evaluation process. | | | | | | |
| 4. Organizes course site to guide student navigation of course materials. | | | | | | |
| 5. Provides clear and ongoing communication about course content and expectations. | | | | | | |
| 6. Provides regular and substantive interaction for teacher-student and student-student interactions, as defined by the college. | | | | | | |
| 7. Teaches at a level that supports the achievement of the learning outcomes stated in the Course Outline of Record. | | | | | | |
| 8. Communicates ideas clearly and effectively. | | | | | | |
| 9. Facilitates discussion, explanation, and exploration of course content. | | | | | | |
| Narrative Comments <i>No word limit on any narrative section</i> | | | | | | |
| Approaches to Student Learning | EX | MT | ND | UN | NA | NO |
| 10. Stimulates student interest in the material presented. | | | | | | |
| 11. <u>Provides students an opportunity to engage with the material in a variety of ways. Utilizes multiple modes of content delivery to address different learning styles</u> | | | | | | |
| 12. Develops assignments/assessments consistent with course objectives stated in the Course Outline of Record. | | | | | | |

| | | | | | | |
|--|-----------|-----------|-----------|-----------|-----------|-----------|
| 13. Provides ADA-compliant course materials. | | | | | | |
| 14. Maintains purposeful and ongoing student engagement with course content using academically related activities. | | | | | | |
| 15. Appropriately paces and scaffolds student learning activities. | | | | | | |
| 16. Responds to student communication in a timely manner, generally within 24 hours excluding weekends and holidays. | | | | | | |
| 17. Provides <u>welcoming-inclusive</u> online environment that is conducive to diverse learners. | | | | | | |
| Narrative Comments <i>No word limit on any narrative section</i> | | | | | | |
| Relationship with students and colleagues | EX | MT | ND | UN | NA | NO |
| 18. Demonstrates sensitivity and respect when working with students, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses. | | | | | | |
| 19. Demonstrates sensitivity and respect when working with colleagues, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses. | | | | | | |
| 20. Is open <u>Demonstrates openness</u> to constructive feedback. | | | | | | |
| Narrative Comments <i>No word limit on any narrative section</i> | | | | | | |
| Other job requirements (to be completed by Dean or appropriate supervisor) | EX | MT | ND | UN | NA | NO |
| 21. Maintains adequate records. | | | | | | |
| 22. Submits required departmental documentation on time including census, positive attendance, grades, syllabi, textbook adoption. | | | | | | |
| 23. Maintains scheduled office hours. | | | | | | |
| 24. Demonstrates sensitivity and respect when working with colleagues, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses (same as 19 but ranked by dean). | | | | | | |
| 25. Works with students and student support services to provide reasonable accommodations. | | | | | | |
| 26. Follows health and safety regulations when applicable. | | | | | | |
| 27. Attends required meetings. | | | | | | |
| 28. Responds to <u>department/division, or college/District</u> communication in a timely manner, generally considered within 2 school days. | | | | | | |
| 29. Maintains professional certifications as required. | | | | | | |
| Tenured and Tenure-Track Faculty After Phase I Only | | | | | | |
| 30. Participates in curriculum updates as required by Title 5 | | | | | | |
| Narrative Comments <i>No word limit on any narrative section</i> | | | | | | |

| Professional Responsibility | EX | MT | ND | UN | NA | NO |
|---|----|----|----|----|----|----|
| 31. Keeps current in instructional practices, <u>including those associated with online learning.</u> | | | | | | |
| 32. Participates in the SLO/SAO process, including providing students access to SLOs and assessing and documenting evidence, as needed by the department (for Part-time Faculty, see Article 7.25) | | | | | | |
| <p>– Tenured and Tenure-Track Faculty After Phase I Only –</p> 33. Serves <u>the department, discipline, or college/district community through membership</u> on committees, or <u>participates-participation</u> in special assignments, <u>research</u> , program review or other projects/ <u>research</u> . that serve the department, discipline or college/district community | | | | | | |
| Narrative Comments <i>No word limit on any narrative section</i> | | | | | | |

SECTION II. EVALUATOR'S COMPREHENSIVE SUMMARY STATEMENT:
 (This section may include, in addition to synthesis, professional activities not previously mentioned, suggestions for further growth, and professional contributions to the District.)

SECTION III. FACULTY MEMBER'S COMMENTS: