

APPENDIX J1.G
ADMINISTRATIVE AND PEER EVALUATION FORM
FACULTY – Supplemental 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: _____

EVALUATION DATE: _____ EVALUATOR'S NAME: _____

(please print)

Date of Pre-eval meeting (required) _____ Date of Post-eval meeting (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 6/2022

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.

Individual Session Instruction	EX	MT	ND	UN	NA	NO
1. Listens well.						
2. Guides students towards comprehension of problems and solutions rather than providing correct answers.						
3. Explains material at an appropriate level.						
4. Communicates ideas clearly and effectively.						
5. Adapts to student questions using multiple approaches.						
6. Appropriately paces and/or scaffolds student learning.						
7. Manages tutoring sessions to optimize learning and/or allocate time equitably.						
8. Demonstrates knowledge of department(s) curriculum and course expectations.						
9. Supports the goals of the classroom instructor, when those goals are communicated.						
10. Recognizes student needs and helps students access appropriate resources (textbook, notes, internet-based, office hours, campus support).						
11. Helps students with college skills (note-taking, time-management), when appropriate.						
Narrative Comments						
Workshop Instruction (as applicable)	EX	MT	ND	UN	NA	NO
12. Uses current materials and theories.						

13. Uses workshop time in an effective manner.						
14. Teaches at a level that supports the achievement of the learning outcomes.						
15. Stimulates interest in the material presented.						
16. Fosters an active learning environment.						
17. Provides students the opportunity to engage with the material in a variety of ways.						
18. Provides welcoming environment that is conducive to diverse learners.						
Narrative Comments						
Relationship with students and colleagues	EX	MT	ND	UN	NA	NO
19. Demonstrates sensitivity and respect when working with students, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses						
20. Demonstrates sensitivity and respect when working with colleagues, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses						
21. Is open Demonstrates openness to constructive feedback.						
Narrative Comments						
Other job requirements (to be completed by Dean or appropriate supervisor)	EX	MT	ND	UN	NA	NO
22. Maintains adequate records.						
23. Submits required departmental documentation, including census, and/or positive attendance, and grades on time.						
24. Is punctual and available to students during scheduled hours.						
25. Follows health and safety regulations.						
26. 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 20 but ranked by dean)						
27. Works with student and/or student support services to provide reasonable accommodations and provides accessible materials where appropriate.						
28. Attends required meetings.						
29. Responds to <u>student, department/division, or college/District</u> communication in a timely manner, generally considered within two school days.						
Narrative Comments						
Professional Responsibility	EX	MT	ND	UN	NA	NO
30. Keeps current in the discipline, pedagogy, and practices.						
31. 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)						
Tenured and Tenure-Track Faculty Only After Phase I Only						
32. Serves the department, discipline, or college/district community through membership on committees, participation in special assignments, program review, or other projects/research. Serves on committees, or participates in special assignments, research, program review or other projects that serve the department, discipline or college community						
Narrative Comments						

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: