

**APPENDIX J1.A**  
**ADMINISTRATIVE AND PEER EVALUATION FORM**  
**FACULTY – Synchronous 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: \_\_\_\_\_  
(normally 50 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 *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 6/2023

# 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 a rating system 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:	MT = Meets Expectations	NA = Not Applicable
	ND = Needs Development	NO = Not Observed
	UN = Unsatisfactory (significant improvement needed)	

### SECTION I.

Classroom/Synchronous Instruction	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, course content, relevant dates, requirements, assignments, and evaluation process.					
4. Uses class time in an effective manner.					
5. Teaches at a level that supports the achievement of the learning outcomes stated in the Course Outline of Record.					
6. Communicates ideas clearly and effectively.					
7. Facilitates discussion, explanation, and/or exploration of course content.					
Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					
Approaches to Student Learning	MT	ND	UN	NA	NO
8. Stimulates student interest in the material presented.					
9. Provides students opportunities to engage with the material in a variety of ways.					
10. Appropriately paces and/or scaffolds student learning activities for the day.					
11. Develops assignments/assessments consistent with course objectives stated in the Course Outline of Record.					
12. Ensures course content is presented in a manner accessible to diverse learners.					
13. Provides timely feedback to students.					
14. Provides inclusive classroom environment that is conducive to diverse learners.					
Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					

<b>Relationship with students and colleagues</b>	<b>MT</b>	<b>ND</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
15. Demonstrates sensitivity and respect when working with students, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses.					
16. Demonstrates sensitivity and respect when working with colleagues, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses.					
17. Demonstrates openness to constructive feedback.					
Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					
<b>Other job requirements (to be completed by Dean or appropriate supervisor)</b>	<b>MT</b>	<b>ND</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
18. Maintains adequate records.					
19. Submits required departmental documentation on time including census, positive attendance, grades, syllabi, textbook adoption.					
20. Maintains scheduled office hours.					
21. 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 16 but ranked by Dean).					
22. Works with students and student support services to provide reasonable accommodations.					
23. Follows health and safety regulations when applicable.					
24. Attends required meetings.					
25. Responds to student, department/division, or college/district communication in a timely manner, generally considered within 2 school days.					
26. Maintains professional certifications as required.					
<b>Tenured and Tenure-Track Faculty After Phase I Only</b>					
27. Participates in curriculum updates as required by Title 5					
Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					

<b>Professional Responsibility</b>	<b>MT</b>	<b>ND</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
28. Keeps current in instructional practices.					
29. 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)					
<b>– Tenured and Tenure-Track Faculty After Phase I Only</b>					
30. Serves the department, discipline, or college/district community through membership on committees, participation in special assignments, program review, or other projects/research.					
Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					

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

**SECTION III. FACULTY MEMBER'S COMMENTS:**