

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 *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 _____

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16. Responds to student communication in a timely manner, generally within 48 hours excluding weekends and holidays.					
17. Provides inclusive online environment that is conducive to diverse learners.					
Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					
Relationship with students and colleagues	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. Demonstrates openness to constructive feedback.					
Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					
Other job requirements (to be completed by Dean or appropriate supervisor)	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 department/division, or college/district 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: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					
Professional Responsibility	MT	ND	UN	NA	NO
31. Keeps current in instructional practices, including those associated with online learning.					
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)					
– Tenured and Tenure-Track Faculty After Phase I Only –					
33. Serves the department, discipline, or college/district community through membership on committees, or 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: