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: ☐ Foot	thill □ De Anza □ Center (specify)
FACULTY STATUS: (check one	e) \square Full-time \square Part-time
	ured □ Contract (grant-funded/temporary replacement) □ Probationary Phase II □ Probationary Phase III
If part-time, number of service cr	redits in Division (per Article 7.9)
DUTIES: ☐ Instructor ☐ Coun	nselor Librarian Other (specify)
COURSE/ACTIVITY:	
EVALUATION DATE:	(50 min to 100 min) EVALUATOR'S NAME: (please print)
Pre-eval meeting date (required)	(please print) Post-eval meeting date (required)
EVALUATION TYPE: ☐ Admi	inistrative ☐ Probationary (Tenure Committee) ☐ Peer
Data	
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
.	regulation of vice recordent for student services
Article 6 or Article 6A. I have re	ded in the appropriate article of the <i>Agreement</i> , and this report, am aware of the opportunity to add my own ave the right to discuss it with the President if I so desire.
Date Signature	e of Faculty Member CWID
The purposes of evaluation	on are contained in Articles 6 and 6A of the Agreement.
For Office Use Only:	
Copy - Instructor Update Banner _	
Copy - Division To Payroll Revised 3/2023	FOAPINDEX CODE

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.

NA = Not Applicable

NO = Not Observed

MT = Meets Expectations

ND = Needs Development

	·					
	UN = Unsatisfactory (significant improvement needed)					
ECTIO	ON I:					
	e Instruction	MT	ND	UN	NA	NO
	emonstrates discipline expertise.					
	ses current materials and theories.					
the re-	rovides students with a clearly written explanation of e course expectations, course content, relevant dates, quirements, assignments, and evaluation process.					
	rganizes course site to guide student navigation of ourse materials.					
co	covides clear and ongoing communication about course ontent and expectations.					
stı	rovides regular and substantive interaction for teacher- udent and student-student interactions, as defined by e college.					
lea Re	eaches at a level that supports the achievement of the arning outcomes stated in the Course Outline of ecord.					
	ommunicates ideas clearly and effectively.					
co	acilitates discussion, explanation, and exploration of ourse content. ve Comments: Please recognize any areas of exceptional p					
UN.					C	
	eaches to Student Learning	MT	ND	UN	NA	NO
	imulates student interest in the material presented.					
m	rovides students opportunities to engage with the aterial in a variety of ways.					
ob	evelops assignments/assessments consistent with course jectives stated in the Course Outline of Record.					
	rovides ADA-compliant course materials.					
W	aintains purposeful and ongoing student engagement ith course content using academically related activities	S.				
	ppropriately paces and scaffolds student learning tryities.					

Rating system:

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.					
Narr UN.	ative Comments: Please recognize any areas of exceptional pe	rforman	ce or clai	rify any 1	ratings o	f ND or
Rela	ationship 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.					
	Demonstrates sensitivity and respect when working with colleagues, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses.					
	Demonstrates openness to constructive feedback. ative Comments: Please recognize any areas of exceptional pe					
	er job requirements (to be completed by Dean or	МТ	ND	UN	NA	NO
app	er job requirements (to be completed by Dean or ropriate supervisor) Maintains adequate records.	MT	ND	UN	NA	NO
21. 22.	ropriate supervisor) Maintains adequate records. Submits required departmental documentation on time including census, positive attendance, grades, syllabi, textbook adoption.		ND	UN	NA	NO
21.22.23.	Maintains adequate records. Submits required departmental documentation on time including census, positive attendance, grades, syllabi, textbook adoption. Maintains scheduled office hours.		ND	UN	NA	NO
21.22.23.24.	Maintains adequate records. Submits required departmental documentation on time including census, positive attendance, grades, syllabi, textbook adoption. Maintains scheduled office hours. 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).		ND	UN	NA	NO
21.22.23.24.	Maintains adequate records. Submits required departmental documentation on time including census, positive attendance, grades, syllabi, textbook adoption. Maintains scheduled office hours. 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). Works with students and student support services to provide reasonable accommodations.		ND	UN	NA	NO
21.22.23.24.25.26.	Maintains adequate records. Submits required departmental documentation on time including census, positive attendance, grades, syllabi, textbook adoption. Maintains scheduled office hours. 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). Works with students and student support services to provide reasonable accommodations. Follows health and safety regulations when applicable.		ND	UN	NA	NO
21. 22. 23. 24. 25. 26. 27.	Maintains adequate records. Submits required departmental documentation on time including census, positive attendance, grades, syllabi, textbook adoption. Maintains scheduled office hours. 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). Works with students and student support services to provide reasonable accommodations. Follows health and safety regulations when applicable. Attends required meetings.		ND	UN	NA	NO
21. 22. 23. 24. 25. 26. 27. 28.	Maintains adequate records. Submits required departmental documentation on time including census, positive attendance, grades, syllabi, textbook adoption. Maintains scheduled office hours. 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). Works with students and student support services to provide reasonable accommodations. Follows health and safety regulations when applicable.		ND	UN	NA	NO

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 pe UN.	rformano	ce or clar	ify any r	atings of	ND or
Professional Responsibility	MT	ND	UN	NA	NO
31. Keeps current in instructional practices, including those associated with online learning.					
32. Participates in the SLO/SÃO 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 pe UN.	rformand	ce or clar	rify any r	atings of	ND or

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: