

APPENDIX J1.C
ADMINISTRATIVE AND PEER EVALUATION FORM
FACULTY - Mixed Modality (Synch/Asynch) 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 each modality)

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 6/2022

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 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 and Online Instruction (unless otherwise noted, consider both modalities when rating)	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 synchronous 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. Provides clear and ongoing communication about course content and expectations.					
8. Provides regular and substantive interaction for teacher-teacher and student-student interactions for the online portion of the course.					
9. Facilitates discussion, explanation, and exploration of course content.					
10. Synchronous and asynchronous content are integrated; instruction/learning in one modality supports instruction/learning in other modality.					
Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					
Approaches to Student Learning (unless otherwise noted, consider both modalities when rating)	MT	ND	UN	NA	NO
11. Stimulates student interest in the material presented.					
12. Develops assignments/assessments consistent with course objectives stated in the Course Outline of Record.					
13. Provides students the opportunity to engage with the material in a variety of ways.					
14. Provides inclusive classroom environment that is conducive to diverse learners.					

15. Maintains purposeful and ongoing student engagement with course content using academically related activities.					
16. Appropriately paces and/or scaffolds student learning activities.					
17. Provides ADA-compliant course materials.					
18. Ensures course content is presented in a manner accessible 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
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. 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
22. Maintains adequate records.					
23. Submits required departmental documentation on time including census, positive attendance, grades, syllabi, textbook adoption.					
24. Maintains scheduled office hours.					
25. 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).					
26. Works with students and student support services to provide reasonable accommodations.					
27. Follows health and safety regulations when applicable.					
28. Attends required meetings.					
29. Responds to student, department/division, or college/district communication in a timely manner, generally considered within 2 school days					
30. Maintains professional certifications as required.					
Tenured and Tenure-Track Faculty After Phase I Only					
31. 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
32. Keeps current in instructional practices, including those associated with online learning.					
33. 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).					
34. Tenured and Tenure-Track Faculty After Phase I Only 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: