APPENDIX J1.F

ADMINISTRATIVE AND PEER EVALUATION FORM

FACULTY – RESOURCE (Program Director, Program Coordinator, etc.) (Article 6 and 6A - Evaluation) Foothill-De Anza Community College District

| FACULTY NAME: | | QUARTER: | |
|---|--------------------------|---|---|
| DEPARTMENT/PROG: | | ACADEMIC YR: | _ |
| CAMPUS LOCATION: ☐ Fe | oothill 🗆 De Anza 🗆 | Center (specify) | |
| FACULTY STATUS: (check of | one) Full-time | ☐ Part-time | |
| | | rant-funded/temporary replacement) ase II □ Probationary Phase III | |
| If part-time, number of service | credits in Division (pe | er Article 7.9) | |
| DUTIES: ☐ Instructor ☐ Co | ounselor Librarian | ☐ Other (specify) | |
| COURSE/ACTIVITY: | | LENGTH OF VISIT:(normally 50 minutes) OR'S NAME: | |
| | | (please print) e of Post-eval meeting (required) | |
| EVALUATION TYPE: □ Ad | ministrative □ Probat | ionary (Tenure Committee) ☐ Peer | |
| | | | |
| Date: | Signature of Evaluate | or CWID | _ |
| Date: | | | _ |
| | Signature of Division | n Dean | |
| Date: | | esident for Instruction or esident for Student Services | _ |
| | read this report, am av | e article of the <i>Agreement</i> , ware of the opportunity to add my own ass it with the President if I so desire. | |
| Date Signat | ure of Faculty Member | r CWID | |
| The purposes of evalua | ution are contained in A | Articles 6 and 6A of the Agreement. | |
| For Office Use Only: Copy - Instructor Update Banno | | | |
| Copy - Division To Payroll Revised 6/2023 | FOAP | INDEX 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.

| Rating system: | MT = Meets Expectations | NA = Not Applicable |
|----------------|----------------------------------|---------------------|
| | ND = Needs Development | NO = Not Observed |
| | UN = Unsatisfactory | |
| | (significant improvement needed) | |

SECTION I.

| Resource Activities | | | ND | UN | NA | NO |
|---------------------|--|--|----|----|----|----|
| 1. I | s accessible to faculty and staff. | | | | | |
| | Listens well and responds to instructors' resource needs. | | | | | |
| i | Develops professional learning resources for ndividuals and institutional workgroups/committees. | | | | | |
| 4. I | Develops students' resources (if applicable). | | | | | |
| | Demonstrates knowledge of District policies and procedures affecting faculty, staff, and students. | | | | | |
| | Demonstrates knowledge of legislation or state policy which impacts field of specialization. | | | | | |
| | Communicates across disciplines within the academic community. | | | | | |
| 8. (| Communicates ideas clearly and effectively. | | | | | |
| | Engages in regular assessment, reflection, and revision for program leadership improvement. | | | | | |
| | Models a growth mindset for all students or faculty/staff participants in the program. | | | | | |
| | Articulates services with campus and district programs. | | | | | |

Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.

| Workshop and Training (as applicable) | | ND | UN | NA | NO |
|---|-----------|------------|----------|------------|--------|
| 12. Uses current materials and theories. | | | | | |
| 13. Uses workshop time in an effective manner. | | | | | |
| 14. Is responsive to participants' learning needs to meet the outcomes of the workshop. | | | | | |
| 15. Stimulates interest in the concepts presented. | | | | | |
| 16. Utilizes appropriate learning materials to help participants meet the workshop learning outcomes. | | | | | |
| 17. Provides attendees the opportunity to engage with the material in a variety of ways. | | | | | |
| 18. Provides welcoming environment that is conducive to diverse learners. | | | | | |
| Narrative Comments: Please recognize any areas of exceptional | nerformai | nce or cla | rify any | ratings of | f ND o |

Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.

| Relationship with students and colleagues | | 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. | | | | | |
| 22. Communicates with the academic community | - | | | | |

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 | MT | ND | UN | NA | NO |
|---|-----------|-----------|-----------|-----------|----------|
| appropriate supervisor) | | | | | |
| 23. Maintains adequate records. | | | | | |
| 24. Submits required departmental documentation, | | | | | |
| including census, and/or positive attendance, and grades | | | | | |
| on time. | | | | | |
| 25. Maintains scheduled office hours, if applicable. | | | | | |
| 26. Follows health and safety regulations. | | | | | |
| 27. 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) | | | | | |
| 28. Works with student and/or student support services | | | | | |
| to provide reasonable accommodations and | | | | | |
| provides accessible materials where appropriate. | | | | | |
| 29. Attends required meetings. | | | | | |
| 30. Responds to department/division, or | | | | | |
| college/District communication in a timely manner, | , | | | | |
| generally considered within two school days. | | | | | |
| | | | | | |
| | MT | ND | LIN | NA | I NO |
| Professional Responsibility | 1711 | П | UN | INA | 110 |
| 31. Keeps current in the discipline, pedagogy, and practices. | | | | | |
| 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 Only After Phase | | | | | |
| IOnly | | | | | |
| 33. Serves the department, discipline, or | | | | | |
| college/district community by membership on | | | | | |
| committees, participation in special assignments, | | | | | |
| program review, or other projects/research. | 1 2 | <u> </u> | 1 :0 | <u> </u> | 0215 |
| Narrative Comments: Please recognize any areas of exceptiona | I perform | ance or c | larity an | y ratıngs | of ND or |
| UN. | | | | | |

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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: