

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.					

Relationship with students and colleagues	MT	ND	UN	NA	NO
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.					
Other job requirements (to be completed by Dean or appropriate supervisor)	MT	ND	UN	NA	NO
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.					
Tenured and Tenure-Track Faculty After Phase I Only					
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.					

Professional Responsibility	MT	ND	UN	NA	NO
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 7.26)					
– Tenured and Tenure-Track Faculty After Phase I Only					
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: