ADMINISTRATIVE EVALUATION FULL-TIME FACULTY: OVERALL ASSESSMENT

Vice President assigns points 5 through 1 for each criterion according the Administrative Evaluation Criteria Guide and the responses by the faculty member on the Professional Development Self-Disclosure Statement, which are an integral part of the Administrative Evaluation.

Faculty Member: Date:	
Administrative Evaluator:	
CRITERIA	Points
1. Participates in professional development conferences, workshops, courses or in-service activities (e.g., doing presentations for Flex Day, Institute Day, etc.).	
2. Participates in job-related professional associations, beyond campus academic organizations.	
3. Participates in academic activities on campus, including committee and task force involvement.	
4. Demonstrates understanding of College policies and procedures (attendance, office hours, grading and report deadlines, census reports, absence from campus, etc.), and implements them.	
5. As evidenced by peer and students' evaluations, is thorough in preparation and organized in presentation (including, but not limited to, staying on task).	
6. Demonstrates professionalism as evidenced by: cooperativeness with the College community and the public; collegiality; attendance and punctuality at assigned committee meetings and functions.	
7. Adheres to established State, College and division academic standards and practices regarding course organization, including preparation and distribution to students of course syllabi, inclusion in syllabi of basic information (such as course content, course organization, course level student learning outcomes, grading standards, and attendance requirements), and consistency with the College academic calendar.	
8. Demonstrates sensitivity to ethnic, economic, physical, gender, social, political and religious diversity among the College community.	
9. Supports student activities (e.g., fundraisers, field-trips, ASB elections, publications, club advisorship, editorship, writing letters of recommendation, etc.)	
10. Based on the written tabulations and summaries of students' evaluations, written comments by peer evaluators, the Professional Development Self-Disclosure Statement, and administrative observation of the faculty member, faculty member demonstrates teaching skills that are: Outstanding=5; Good=4; Satisfactory=3; Need Improvement=2; Unsatisfactory=1.	

Total

50

ADMINISTRATIVE EVALUATION FULL-TIME FACULTY: AREAS OF STRENGTH, AREAS NEEDING IMPROVEMENT, REMEDIATION PLAN

Faculty Member:	Administrative Evaluator:
Areas of Strength:	<u> </u>
Areas Needing Improvement:	
Remediation Plan (if applicable):	
Sign: Faculty Member/Date	Sign: Admin Evaluator/Date

ADMINISTRATIVE EVALUATION FULL-TIME FACULTY: REMEDIATION PLAN FOLLOWUP

Faculty Member:	Administrative Evaluator:
Remediation Plan Recommendation:	
Outcome:	
Sign: Faculty Member/Date	Sign: Admin Evaluator/Date

ADMINISTRATIVE EVALUATION PART-TIME FACULTY: OVERALL ASSESSMENT

Vice President assigns points 5 through 1 for each criterion according the Administrative Evaluation Criteria Guide and the responses by the faculty member on the Professional Development Self-Disclosure Statement, which are an integral part of the Administrative Evaluation.

Fac	culty Member: Date:	
Ad	ministrative Evaluator:	
,		
	CRITERIA	Points
1.	Demonstrates understanding of College policies and procedures (attendance, grading and report deadlines, census reports, absence from campus, etc.), and implements them.	
2.	As evidenced by peer and students' evaluations, is thorough in preparation and organized in presentation (including, but not limited to, staying on task).	
3.	Demonstrates professionalism as evidenced by cooperativeness with the College community and the public.	
4.	Adheres to established State, College and division academic standards and practices regarding course organization, including preparation and distribution to students of course syllabi, inclusion in syllabi of basic information (such as course content, course organization, course level student learning outcomes, grading standards, and attendance requirements), and consistency with the College academic calendar.	
5.	Demonstrates sensitivity to ethnic, economic, physical, gender, social, political, and religious diversity among the College community.	
6.	Based on the written tabulations and summaries of students' evaluations, written comments by peer evaluators, any Professional Development Self-Disclosure Statement, and administrative observation of the faculty member, faculty member demonstrates teaching skills that are: Outstanding=5; Good=4; Satisfactory=3; Need Improvement=2; Unsatisfactory=1.	

Total

ADMINISTRATIVE EVALUATION PART-TIME FACULTY: AREAS OF STRENGTH, AREAS NEEDING IMPROVEMENT, REMEDIATION PLAN

Faculty Member:	Administrative Evaluator:
Areas of Strength:	
Areas for Professional Development:	
Sign: Faculty Member/Date	Sign: Admin Evaluator/Date

Palo Verde College Faculty Evaluation Form

Correspondence Education / Distance Education

Instructor:	Date:
Course:	Section:

Note: This evaluation is confidential. The instructor will not see this form. Only the tabulated results of this survey will be presented to the instructor. All comments will be typed and presented to the instructor.

Please use Scantron # 223127 provided. Please put the instructors' last name in the name area.

Marking Instructions:

 Use a No. 2 pencil only. Do not use ink, ballpoint, or felt tip pens. Make solid marks that fill the response completely. Erase cleanly any marks you wish to change. Make no stray marks on this form. The Faculty member:	CORRECT INCORRECT	
Clearly explains course assignments, expectations, student learning outcomes, grading standards, rules, and goals, in a well-organized syllabus.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
2. Follows course standards for evaluating, grading, and responding to student work, as described in the syllabus.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
3. Assigns writing, tests, and demonstrations clearly linked to course content, objectives, and student learning outcomes.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
4. Assigns readings, exercises, and other materials clearly linked to course content, objectives, and student learning outcomes.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
5. Returns graded work in a timely fashion.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
6. Provides appropriate responses to assignments.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
7. Encourages dialogue with students via letters, phone, e-mail, and other media.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
8. Provides timely responses to student inquiries and requests.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
9. Tailors syllabus, course materials, assignments, and feedback, to correspondence/distance education needs.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom

10. Course assignments appropriate to type of instruction and educational site.	A. Consistently B. Almost Always	D. Sometimes E. Seldom
	C. Usually	

Summary Comments

What I like most about this cla	ass is:		
What I like least about this cla	ass is:		

Palo Verde College Full-Time Faculty Evaluation Form

Face to Face

Instructor:	Date:
Course:	Section:

Note: This evaluation is confidential. The instructor will not see this form. Only the tabulated results of this survey will be presented to the instructor. All comments will be typed and presented to the instructor.

Please use Scantron # 223127 provided. Please put the instructors' last name in the name area.

Marking Instructions:

 Use a No. 2 pencil only. Do not use ink, ballpoint, or felt tip pens. Make solid marks that fill the response completely. Erase cleanly any marks you wish to change. Make no stray marks on this form. 	CORRECT INCORRECT	
The Faculty member:		D 0
1. Explains course expectations, objectives, student learning outcomes, and grading standards in a written syllabus.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
2. Follows the course syllabus.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
3. Is thorough in preparation and organized in presentation (including, but not limited to, staying on task).	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
4. Is on time for the class and stays for the class duration.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
5. Is clear and understandable when presenting class materials.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
6. Makes the class materials easy to understand.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
7. Provides regular feedback relevant to my progress in this course.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
8. Demonstrates expertise in the field.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
9. Is sensitive to the needs of the students.	A. Consistently B. Almost Always	D. Sometimes E. Seldom

	C. Usually	
10. Makes me feel welcome in the classroom.	A. Consistently	D. Sometimes
	B. Almost Always	E. Seldom
	C. Usually	
11. Encourages me to ask questions in class.	A. Consistently	D. Sometimes
	B. Almost Always	E. Seldom
	C. Usually	
12. Willingly answers my questions in class.	A. Consistently	D. Sometimes
	B. Almost Always	E. Seldom
	C. Usually	
13. Is available outside of class hours to assist	A. Consistently	D. Sometimes
me.	B. Almost Always	E. Seldom
	C. Usually	
14. Returns my test and homework materials as	A. Consistently	D. Sometimes
promised.	B. Almost Always	E. Seldom
	C. Usually	

Summary Comments

What I like most about this class is:	
What I like least about this class is:	

Palo Verde College Part-time Faculty Evaluation Form

Face to Face

Instructor:	Date:
Course:	Section:

Note: This evaluation is confidential. The instructor will not see this form. Only the tabulated results of this survey will be presented to the instructor. All comments will be typed and presented to the instructor.

Please use Scantron # 223127 provided. Please put the instructors' last name in the name area.

Marking Instructions:

 Use a No. 2 pencil only. Do not use ink, ballpoint, or felt tip pens. Make solid marks that fill the response completely. Erase cleanly any marks you wish to change. Make no stray marks on this form. The Faculty member: 	CORRECT INCORRECT	
Explains course expectations, objectives, student learning outcomes, and grading	A. Consistently B. Almost Always	D. Sometimes E. Seldom
standards in a written syllabus. 2. Follows the course syllabus.	C. Usually A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
3. Is thorough in preparation and organized in presentation (including, but not limited to, staying on task).	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
4. Is on time for the class and stays for the class duration.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
5. Is clear and understandable when presenting class materials.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
6. Makes the class materials easy to understand.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
7. Provides regular feedback relevant to my progress in this course.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
8. Demonstrates expertise in the field.	A. Consistently B. Almost Always C. Usually	D. Sometimes E. Seldom
9. Is sensitive to the needs of the students.	A. Consistently	D. Sometimes

	B. Almost Always C. Usually	E. Seldom
10. Makes me feel welcome in the classroom.	A. Consistently	D. Sometimes
	B. Almost Always	E. Seldom
	C. Usually	
11. Encourages me to ask questions in class.	A. Consistently	D. Sometimes
	B. Almost Always	E. Seldom
	C. Usually	
12. Willingly answers my questions in class.	A. Consistently	D. Sometimes
	B. Almost Always	E. Seldom
	C. Usually	
13. Returns my test and homework materials as	A. Consistently	D. Sometimes
promised.	B. Almost Always	E. Seldom
	C. Usually	

Summary Comments

What I like most about this class is:	
What I like least about this class is:	

PEER OBSERVATION REPORT

Faculty Member:	Course:		
Peer Evaluator:	Observation Number of Students present:		
Based on the relevant observation, indicate a score for each item us	ing the following s	•	
5=Outstanding 4=Good 3=Satisfactory 2=Needs improvement 1=Unsatisfactory			
1. Defines objectives for student work in keeping with syl	labus defined stud	ent learning outcomes.	
Comments:			
2. Is thorough in preparation and organized in presentatio correspondence, as applicable).	n of materials (clas	sroom, online, ITV,	
Comments:			
3. Course assignments, materials, and educational approach	ch encourages stud	ent enthusiasm for learning.	
Comments:			
4. Communicates clearly and effectively employing the appropriate range of technical support devices, programs, and services.			
Comments:			
5. Explains main ideas, concepts, and principles.			
Comments:			
6. Demonstrates up-to-date command of subject matter ar	d appropriate instr	uctional methods.	
Comments:			
7. Responds in a timely, appropriate, and supportive fashion to student inquiries, questions, and criticisms, while employing the appropriate range of technical support devices, programs, and services.			
Comments:			
8. Encourages critical thinking and analysis.			
Comments:			
9. Demonstrates respect for the students and their views.			
Comments:			
10. Encourages regular, committed student engagement via the range of technical support devices, programs, and applications.			
Comments:			
/50 OVERALL RATING			
50=Outstanding 40-49=Good 30-39=Satisfactory 20-29=Needs Improvement < 20 Unsatisfactory			
Peer Evaluator (signature)	I	Date:	
Faculty Member (signature) Date:		Date:	

PEER OBSERVATION REPORT

PEER OBSERVATION NARRATIVE

	Faculty Member:				
Peer Evalu	ator:	Course:	Observa Date:	ation	Number of students present:
		,			
Peer Evalu	nator:	Course:	Observa Date:	ntion	Number of students present:
	heir classroom observations, member's teaching, answering	-		writing a na	rrative description of
	scribe the faculty member's scomes.	ubject, teaching methodolog	gies, and al	ignment wit	h student learning
	scribe the faculty member's oger social context (i.e., the "re	11	cability of th	ne academic	discipline to the
3. De	scribe the organization and cl	arity of the presentation.			
4. Dis	scuss the appropriateness of the	ne instructor's teaching tech	niques in th	ne light of st	ated goals.
5. De	scribe the level of student dis	cussion and participation.			
6. De	scribe the faculty member's t	eaching strengths.			
	scribe the faculty member's egrams, and applications.	employment of the appropria	ate range of	technical su	apport devices,
8. De	scribe any specific recommer	ndations.			
Faculty M	ember (signature):			Date:	
Peer Evalu	nator (signature):			Date:	
Peer Evalu	nator (signature):			Date:	