

**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.

Faculty Member:	Date:
Administrative 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	30

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 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:

<ul style="list-style-type: none"> 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. 	<p>CORRECT</p>  <p>INCORRECT</p> 						
The Faculty member:							
1. Explains course expectations, objectives, student learning outcomes, and grading standards in a written syllabus.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Consistently</td> <td style="width: 50%;">D. Sometimes</td> </tr> <tr> <td>B. Almost Always</td> <td>E. Seldom</td> </tr> <tr> <td colspan="2">C. Usually</td> </tr> </table>	A. Consistently	D. Sometimes	B. Almost Always	E. Seldom	C. Usually	
A. Consistently	D. Sometimes						
B. Almost Always	E. Seldom						
C. Usually							
2. Follows the course syllabus.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Consistently</td> <td style="width: 50%;">D. Sometimes</td> </tr> <tr> <td>B. Almost Always</td> <td>E. Seldom</td> </tr> <tr> <td colspan="2">C. Usually</td> </tr> </table>	A. Consistently	D. Sometimes	B. Almost Always	E. Seldom	C. Usually	
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B. Almost Always	E. Seldom						
C. Usually							
3. Is thorough in preparation and organized in presentation (including, but not limited to, staying on task).	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Consistently</td> <td style="width: 50%;">D. Sometimes</td> </tr> <tr> <td>B. Almost Always</td> <td>E. Seldom</td> </tr> <tr> <td colspan="2">C. Usually</td> </tr> </table>	A. Consistently	D. Sometimes	B. Almost Always	E. Seldom	C. Usually	
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B. Almost Always	E. Seldom						
C. Usually							
4. Is on time for the class and stays for the class duration.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Consistently</td> <td style="width: 50%;">D. Sometimes</td> </tr> <tr> <td>B. Almost Always</td> <td>E. Seldom</td> </tr> <tr> <td colspan="2">C. Usually</td> </tr> </table>	A. Consistently	D. Sometimes	B. Almost Always	E. Seldom	C. Usually	
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B. Almost Always	E. Seldom						
C. Usually							
5. Is clear and understandable when presenting class materials.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Consistently</td> <td style="width: 50%;">D. Sometimes</td> </tr> <tr> <td>B. Almost Always</td> <td>E. Seldom</td> </tr> <tr> <td colspan="2">C. Usually</td> </tr> </table>	A. Consistently	D. Sometimes	B. Almost Always	E. Seldom	C. Usually	
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C. Usually							
6. Makes the class materials easy to understand.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Consistently</td> <td style="width: 50%;">D. Sometimes</td> </tr> <tr> <td>B. Almost Always</td> <td>E. Seldom</td> </tr> <tr> <td colspan="2">C. Usually</td> </tr> </table>	A. Consistently	D. Sometimes	B. Almost Always	E. Seldom	C. Usually	
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B. Almost Always	E. Seldom						
C. Usually							
7. Provides regular feedback relevant to my progress in this course.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Consistently</td> <td style="width: 50%;">D. Sometimes</td> </tr> <tr> <td>B. Almost Always</td> <td>E. Seldom</td> </tr> <tr> <td colspan="2">C. Usually</td> </tr> </table>	A. Consistently	D. Sometimes	B. Almost Always	E. Seldom	C. Usually	
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B. Almost Always	E. Seldom						
C. Usually							
8. Demonstrates expertise in the field.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Consistently</td> <td style="width: 50%;">D. Sometimes</td> </tr> <tr> <td>B. Almost Always</td> <td>E. Seldom</td> </tr> <tr> <td colspan="2">C. Usually</td> </tr> </table>	A. Consistently	D. Sometimes	B. Almost Always	E. Seldom	C. Usually	
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B. Almost Always	E. Seldom						
C. Usually							
9. Is sensitive to the needs of the students.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A. Consistently</td> <td style="width: 50%;">D. Sometimes</td> </tr> </table>	A. Consistently	D. Sometimes				
A. Consistently	D. Sometimes						

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

Summary Comments

What I like most about this class is:

What I like least about this class is:
