FACULTY EVALUATION COMMITTEE STATEMENT
Non-Teaching Faculty

TO: Vice President of Instructional Services or Vice President of Student Services

DATE: _____

The following faculty members are the Faculty Evaluation Committee for:

_____
Print Name of the Non-Teaching Faculty being Evaluated

Division Chair: _____
Print Name

Peer Evaluator: _____
Print Name

Peer Evaluator: _____
Print Name

PEER OBSERVATION REPORT
Non-Teaching Faculty

Evaluate the non-instructional faculty member using the following scale:

4 = Outstanding   3 = Good   2 = Satisfactory   1 = Needs Improvement   0= Unsatisfactory

___1.   Remains current with College rules, requirements and policies.

___2.   Remains current with College courses, programs, degree and certificate requirements

___3.   Works effectively and efficiently with staff, administrators and other faculty.

___4.   Actively participates on college wide committees.

___5.   Assists students in identifying solutions to problems or issues and takes the
           appropriate action.

___6.   Establishes a positive, professional relationship with students.

___7.   Provides relevant assistance to students in the pursuit of their academic or vocational
           goals.

___8.   Provides appropriate services to a diversified community college population.

___9.   Provides appropriate referrals to college resources.

___10.   Maintains appropriate student records.

____/ 40 OVERALL RATING (corresponds with instructional faculty)

    ___35-40 Outstanding
    ___30-34 Good
    ___25-29 Satisfactory
    ___20-24 Needs Improvement
    ___< 1 to 19 Unsatisfactory

    Evaluator: _____   Date: _____

PEER OBSERVATION NARRATIVE
Non-Teaching Faculty

Faculty Member:		

Peer Evaluator:	Area	Observation Date:

The peer evaluators shall collaborate on the preparation of the Peer Observation Narrative (Article V, Section III. Item F {1.}).

1. Describe the faculty member's knowledge and demonstrated ability to apply college rules, requirements and policies pertaining to the service area.

2. Describe and discuss the level of student discussion and participation.

3. Describe the faculty member's working relationship with other staff, administrators and faculty.

4. Describe-the faculty member's ability to refer student to support services

5. Describe the faculty member's counseling/instructional methods and techniques.

6. Describe the faculty member's training of support staff.

7. Describe the faculty member's strengths.

8. Describe any specific recommendations.

Faculty Member (signature): _____ Date: _____

Peer Evaluator (signature): _____ Date: _____

PROFESSIONAL DEVELOPMENT SELF DISCLOSURE STATEMENT
Non-Teaching Faculty

1. I actively participate in professional development conferences, workshops, courses or in-service activities (e.g., conducting/facilitating in presentations/workshops for Flex Day, Institute Day.), as follows:

2. I participate in job-related professional associations, beyond campus academic organizations, evidenced as follows:

3. I participate in activities on campus, including, committee and task force involvement, not including Flex Days, Career Day, or Institute Days, as follows:

4. I understand College and other appropriate policies and procedures, (e.g., absence from campus, travel requests, petitions, independent study, etc.) as reflected in the college or department publications and implement them appropriately in regard to divisional and institutional goals, as follows:

5. I demonstrate professionalism as evidenced by: regular assessment of student learning outcomes, cooperativeness with the College community and the public; and punctual attendance at shared governance functions, student appointments, assigned committee meetings, and other relevant activities:

6. I demonstrate sensitivity to ethnic, economic, physical, gender, social, political and religious diversity among the College community, as follows:

7. I support student activities (e.g., fundraisers, field-trips, ASB activities, honors and awards ceremonies, etc.), as follows:

8. I participate in community and outreach activities (e.g., classroom presentations, workshops, Needles, Spring Street, assistance with K-12 activities, etc.), as follows:

9. I demonstrate a knowledge of current technology, and employ that technology in relevant ways, as follows:

10. I demonstrate knowledge and understanding of the functions of other departments as they relate to my area, as follows:

In addition to the aforementioned items, I have defined further professional goals as follow:

STUDENT EVALUATION OF NON-TEACHING FACULTY MEMBER

Faculty: _____   Date: _____

Rate the faculty member's performance using a scale of 4 to 0, by placing an "X" in the appropriate box below.   The scale is defined as follows:

4 = Excellent   3 = Good   2 = Satisfactory   1 = Needs Improvement   0 = Unsatisfactory

The faculty member:	4	3	2	1	0
1. *Treated me in a courteous and friendly manner.*					
2. *Answered my questions clearly and adequately.*					
3. *Treated me with respect.*					
4. *Is knowledgeable about the service area.*					
5. *Provided relevant information.*					
6. *Showed interest and care about my situation.*					
7. *Gives constructive feedback.*					
8. *Is punctual.*					
9. *Is organized*					
10. *Is approachable.*					
11. *Is professional.*					
12. *Exhibited good communication skills.*					
13. *Left me with a clear understanding of my goal.*					
14. *Explained strategies to help me reach my educational goals.*					
I will:	Y	N			
15. *Recommend this service to others.*					
16. *Return to use this service.*					
Comments:					
17. What was most effective about this session?					
18. What could have made this session more beneficial to me?					

Additional Comments:

ADMINISTRATIVE EVALUATION
OVERALL ASSESSMENT
Non-Teaching Faculty

Vice President assigns points 4 through 0 for each criterion according to the Administrative Evaluation Criteria Guide and the responses by the faculty member on the Professional Development Self-Evaluation Statement, which are an integral part of the Administrative Evaluation.

Faculty Member:	Date:
Administrative Evaluator:	

CRITERIA	
1. Actively participates in professional development conferences, workshops, courses or in-service activities (e.g., conducting/facilitating presentations for Flex Day, Institute Day, etc.).	
2. Participates in career-related professional associations, beyond campus academic organizations.	
3. Participates in activities on campus, including committee and task force involvement, not including Flex Days, Career Day, or Institute Day.	
4. Demonstrates understanding of College appropriate policies and procedures (absence from campus, travel requests, petitions, independent study, etc.) as reflected in the college catalog, and implements them.	
5. Demonstrates professionalism as evidenced by, regular assessment of student learning outcomes, cooperativeness with the College community and the public; collegiality; punctual attendance at assigned committee meetings, functions, and appointments.	
6. Demonstrates sensitivity to ethnic, economic, physical, gender, social, political and religious diversity among the College community.	
7. Supports student activities (e.g., fundraisers, field-trips, ASB, publications, club advisor, and writing letters of recommendation, etc.)	
8. Participates in community and recruitment activities (e.g., classroom presentations, workshops, Needles activities/programs, Spring Street activities/programs, K-12 activities, etc.).	
9. Demonstrates knowledge and utilizes current technology in relevant area.	
10. Demonstrates knowledge and understanding of the functions of other departments as they relate to the service area.	
Total	40

ADMINISTRATIVE EVALUATION:
AREAS OF STRENGTH, AREAS NEEDING IMPROVEMENT, REMEDIATION PLAN
Non-Teaching Faculty

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

ADMINISTRATIVE EVALUATION: REMEDIATION PLAN FOLLOWUP
Non-Teaching Faculty

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

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

updated 09/13/13

ADMINSTRATIVE EVALUATION: CRITERIA GUIDE
Non-Teaching Faculty

	1. **Actively participates in professional development conferences, workshops, courses or in-service activities (e.g., conducting/facilitating presentations for Flex Day, Institute Day, etc.).**
4 points	Attends a minimum of three professional development conferences, workshops, courses or in-service activities each academic year and shows evidence of participation through committee work, agendas/minutes and related activities.
3 points	Attends a minimum of two professional development conferences, workshops, courses or in-service activities each academic year and shows evidence of participation through committee work, agendas/minutes and related activities.
2 points	Attends a minimum of two professional development conferences, workshops, courses or in-service activities each academic year.
1 point	Attends a minimum of one professional development conferences, workshops, courses or in-service activity.
0 point	Attends a no professional development conferences, workshops, courses or in-service activities.

	2. **Participates in career-related professional associations, beyond campus academic organizations.**
4 points	Participates (in the form of leadership positions, delivering papers, conducting workshops, etc.) in two or more professional associations, and disseminates information to appropriate personnel.
3 points	Participates in two or more professional associations, and disseminates information to appropriate personnel.
2 points	Participates in one professional association, and disseminates information to appropriate personnel.
1 point	Participates in one professional association.
0 point	Participates in no professional associations.

3.	Participates in activities on campus, including committee and task force involvement, not including Flex Days, Career Day, or Institute Day.
4 points	Participates in three or more on-campus activities (e.g., Flex Day presentation, Career Day, High School Seniors Day), holds leadership position (e.g., president, committee chair, recording secretary, peer mentor, division chair, etc.) in at least one, and disseminates information to appropriate personnel.
3 points	Participates in two on-campus activities and disseminates information to appropriate personnel.
2 points	Participates in one on-campus activity, and disseminates information to appropriate personnel.
1 point	Participates in one on-campus activity.
0 point	Participates in no on-campus activity.

4.	Demonstrates understanding of College appropriate policies and procedures (absence from campus, travel requests, petitions, independent study, etc.) as reflected in the college catalog, and implements them.
4 points	**Consistently** demonstrates understanding, implementation and assists in the development of College policies and procedures (absence from campus, travel requests, petitions, independent study, etc.) as reflected in the college catalog, and implements them.
3 points	**Almost always** demonstrates understanding and implementation of College policies and procedures (absence from campus, travel requests, petitions, independent study, etc.) as reflected in the college catalog, and implements them.
2 points	**Usually** demonstrates understanding and implementation of College policies and procedures (absence from campus, travel requests, petitions, independent study, etc.) as reflected in the college catalog, and implements them.
1 point	**Sometimes** demonstrates understanding and implementation of College policies and procedures (absence from campus, travel requests, petitions, independent study, etc.) as reflected in the college catalog, and implements them.
0 point	**Does not** demonstrate understanding and implementation of College policies and procedures (absence from campus, travel requests, petitions, independent study, etc.) as reflected in the college catalog, and implements them.

updated 09/13/13

5. Demonstrates professionalism as evidenced by, **regular assessment of student learning outcomes, cooperativeness with the College community and the public; collegiality; punctual attendance at assigned committee meetings, functions, and appointments.**	
4 points	**Consistently** demonstrates professionalism as evidenced by, regular assessment of student learning outcomes, cooperativeness with the College community and the public; collegiality; punctual attendance at assigned committee meetings, functions, and appointments.
3 points	**Almost Always** demonstrates professionalism as evidenced by, regular assessment of student learning outcomes, cooperativeness with the College community and the public; collegiality; punctual attendance at assigned committee meetings, functions, and appointments.
2 points	**Usually** demonstrates professionalism as evidenced by, regular assessment of student learning outcomes, cooperativeness with the College community and the public; collegiality; punctual attendance at assigned committee meetings, functions, and appointments.
1 point	**Sometimes** demonstrates professionalism as evidenced by, regular assessment of student learning outcomes, cooperativeness with the College community and the public; collegiality; punctual attendance at assigned committee meetings, functions, and appointments.
0 point	**Does not** demonstrate professionalism as evidenced by, regular assessment of student learning outcomes, cooperativeness with the College community and the public; collegiality; punctual attendance at assigned committee meetings, functions, and appointments.

6. Demonstrates sensitivity to ethnic, economic, physical, gender, social, political and religious diversity among the College community.	
4 points	**Consistently** demonstrates sensitivity to ethnic, economic, physical, gender, social, political and religious diversity among the College community.
3 points	**Almost always** demonstrates sensitivity to ethnic, economic, physical, gender, social, political and religious diversity among the College community.
2 points	**Usually** demonstrates sensitivity to ethnic, economic, physical, gender, social, political and religious diversity among the College community.
1 point	**Sometimes** demonstrates sensitivity to ethnic, economic, physical, gender, social, political and religious diversity among the College community.
0 point	**Does not** demonstrate sensitivity to ethnic, economic, physical, gender, social, political and religious diversity among the College community.

7. Supports student activities (e.g., fundraisers, field-trips, ASB, publications, club advisor, and writing letters of recommendation, etc.).	
4 points	**Consistently** supports student activities (e.g., fundraisers, field-trips, ASB, publications, club advisor, and writing letters of recommendation, etc.).
3 points	**Almost always** supports student activities (e.g., fundraisers, field-trips, ASB, publications, club advisor, and writing letters of recommendation, etc.).
2 points	**Usually** supports student activities (e.g., fundraisers, field-trips, ASB, publications, club advisor, and writing letters of recommendation, etc.).
1 point	**Sometimes** supports student activities (e.g., fundraisers, field-trips, ASB, publications, club advisor, and writing letters of recommendation, etc.).
0 point	**Does not** support student activities (e.g., fundraisers, field-trips, ASB, publications, club advisor, and writing letters of recommendation, etc.).

8. Participates in community and recruitment activities (e.g., classroom presentations, Needles activities/programs, Spring Street activities/programs, K-12 activities, etc.).	
4 points	**Consistently** participates in community and recruitment activities (e.g., classroom presentations, workshops, Needles activities/programs, Spring Street activities/programs, K-12 activities, etc.).
3 points	**Almost always** participates in community and recruitment activities (e.g., classroom presentations, workshops, Needles activities/programs, Spring Street activities/programs, K-12 activities, etc.).
2 points	**Usually** participates in community and recruitment activities (e.g., classroom presentations, workshops, Needles activities/programs, Spring Street activities/programs, K-12 activities, etc.).
1 point	**Sometimes** participates in community and recruitment activities (e.g., classroom presentations, workshops, Needles activities/programs, Spring Street activities/programs, K-12 activities, etc.).
0 point	**Does not** participate in community and recruitment activities (e.g., classroom presentations, workshops, Needles activities/programs, Spring Street activities/programs, K-12 activities, etc.).

9. Demonstrates knowledge and utilizes current technology in relevant area.	
4 points	**Consistently** demonstrates knowledge of current technology, and employs that technology in relevant ways.
3 points	**Almost always** demonstrates knowledge of current technology, and employs that technology in relevant ways.
2 points	**Usually** demonstrates knowledge of current technology, and employs that technology in relevant ways.
1 point	**Sometimes** demonstrates knowledge of current technology, and employs that technology in relevant ways.
0 point	**Does not** demonstrate knowledge of current technology, and employs that technology in relevant ways.

10. Demonstrates knowledge and understanding of the functions of other departments as they relate to the service area.	
4 points	**Consistently** demonstrates knowledge and understanding of the functions of other departments as they relate to the service area.
3 points	**Almost always** demonstrates knowledge and understanding of the functions of other departments as they relate to the service area.
2 points	**Usually** demonstrates knowledge and understanding of the functions of other departments as they relate to the service area.
1 point	**Sometimes** demonstrates knowledge and understanding of the functions of other departments as they relate to the service area.
0 point	**Does not** demonstrate knowledge and understanding of the functions of other departments as they relate to the service area.