Evaluation Summary

Department Evaluation Committee

Evaluation Completed?  Yes ☐ No ☐

Areas of Difficulty, if any, communicated to teacher?  Yes ☐ No ☐

No areas of difficulty found  ☐

Enhancement recommended?  Yes ☐ No ☐

Enhancement to be followed up by-

Department Chairperson's Signature  Date
a. General Provisions

1) The material generated in the course of an evaluation shall be confidential and limited to members of the Department Evaluation Committee, the Visitation Team, the Evacuee, and the Administration.

2) The procedures and instruments used in the evaluation are subject to review and revision by joint agreement between the Board and the Union.

3) The evaluation shall be completed in the academic year it is conducted.

4) All persons involved in the evaluation shall be full-time tenured faculty members.

5) Due to the non-classroom nature of the Counseling Departments and Library Science Departments and their service-oriented responsibilities, these departments may use evaluation instruments that are relevant and specifically applicable to such departments. The instruments shall be developed by the department chairs of such departments and approved by the Union and the Board. The evaluation instrument are included in the Agreement as Appendix H.

b. Evaluation Procedure: A Twelve-step Process

Self Review
1. Self Evaluation Form completed by the person being evaluated.
Portfolio prepared by the person being evaluated. Class videotaped for teacher's own viewing only (Optional).

Peer Review
2. Portfolio of Instructional Materials prepared by teacher and presented to the Visitation Team and to the Department Evaluation Committee.

3. Class visits by the Visitation Team,

4. Discussions between Visitation Team and teacher and between teacher and Department Evaluation Committee.

5. Summary filed with Department Evaluation Committee attesting to excellence or noting enhancement needed.

Student Evaluation
6. Results of the current student evaluation received by the teacher and the Department Evaluation Committee.

Summary prepared on student evaluation noting excellence or enhancement needed.

Administration and Peer Review
8. Review of credentials on file by the department head and Academic Vice President.

10. Receipt of all documents for follow-up and personnel file.

11. Administrative review of faculty responsibilities to include:
    Grades
    - Attendance keeping
    Statistics noting excellence or enhancement needed Teacher's role as college member

12. Updated statement filed with the Vice President and D.E.C.
    noting excellence or enhancement needed and forwarded to the President and then to Chancellor.

1. Selection of Faculty to be Evaluated

Twenty-five percent of faculty of each department should be evaluated each academic year; the individual faculty members to be evaluated in any one year shall be determined first by volunteerism and secondly by lottery conducted by the department. No faculty member shall be evaluated more than once every four academic years.

II. Department Evaluation Committee

A. A Department Evaluation Committee (D.E.C.) shall be established to oversee the administration of faculty evaluation.

B. The D.E.C. shall consist of the department chair, the Academic Vice President or designee, and two other members selected by the department and shall perform the following functions:

   Faculty selection for evaluation will be completed by September 20 of each academic year and forwarded to the College President and the Union Chapter Chair of that college.

2. Establish the membership of the Visitation Team in consultation with the evaluatee.

3. Collect the information from the four sources of the evaluation.

4. Hold the evaluation conference to inform the evaluatee of the results and recommendations generated by the four sources.

5. Allow the evaluatee to respond to the evaluation.

6. Conduct follow-ups as deemed appropriate.

   Forward the evaluation information report by February of each academic year to the Vice President to be included in personnel file of the evaluatee.

7. Make such reports as necessary.
iii. Visitation Team

A. A visitation team, to be selected by the department, shall consist of not less than three members, with one member being from outside the department and one member of the academic administration. The evaulue shall have the right to choose one member of the visitation team.

B. The Visitation Team shall perform the following functions.

1. Review academic contents of the Portfolio prepared by the person being evaluated.

2. Consult with the evauluee to arrange for mutually convenient date(s) for the classroom visitation(s).

3. Visit the class(es) of the evauluee.

4. Discuss the visitation with the teacher and the D.E.C. Arrange for further visits if needed or requested.

5. File a summary of the visitation with the D.E.C.

IV. Portfolio

The portfolio information is to be divided into two groups: (1) contents of portfolio (course syllabi, course outline, examination and quizzes, class materials, and grading procedures), which shall be made available to the Visitation Team and (2) the information included under "Other Information" which shall be made available to the Department Evaluation Committee.

V. The Self Evaluation Component

Prior to the classroom visitation, the instructor will complete the Self Evaluation Form.

VI. Peer and Administration Evaluation Component

1. The Visitation Team will complete Classroom Visitation Form. This form is designed to help the Visitation Team to identify those instruction skills at which the instructor excels, as well as to indicate those areas in which the instructor may need to improve. The evaluator should support each observation with constructive comments and/or concrete helpful suggestions.

2. It is expected that the Visitation Team will be sensitive to the unique situation created by the presence of another person. It is assumed that a mutual trust and respect shall exist between the evaluator(s) and the instructor.

The result of this evaluation will be forwarded to the academic vice president to be included in the personnel file. The formal report submitted by the vice president shall include a statement
to the president commending the employee or recommending enhancement.

VII. Student Evaluation Component

The student evaluation questionnaire shall be employed for this initial evaluation.

VIII. Additional Administrative Information

IX. Evaluation Summary

This report form acts as the cover form for all evaluation reports filed on the evaluation of classroom visits. Summaries of the process will accompany this report.

X. Follow-up Procedures

Any faculty member recommended for enhancement by the D.E.C. will have one year in which to demonstrate improvement. Any faculty member who is directed to undertake activities by the D.E.C. findings will be evaluated again during the next academic year by the same evaluation process.

SELF EVALUATION FORM

The purpose of this self-evaluation is to identify significant classroom responsibilities. This self-evaluation is designed to assist the instructor and the department chairperson to establish goals for improvement before the subsequent evaluation.

1. Have you provided the students with a written course outline schedule and objectives?

2. Have you informed your students in writing about attendance policies and grading procedures?

3. Are you regularly available to your students outside of class? If not, please explain:

4. Do you submit departmental and college reports on time?

5. Do you follow stated district and college policies and procedures? If not, please explain:

6. Do you participate in any non-classroom college or district activities? Please explain:

7. Have you participated since your previous faculty evaluation in any activities (e.g., conferences, workshops, etc.) designed to further your professional development? Please explain:

8. Do you participate actively in developing and refining your preparations and materials within the course description or in developing new courses, textbooks, and/or curricula? Please explain:

9. Identify some goals and activities which would enable you to:
   a. improve your instruction
   b. further your professional development
   c. participate in college and district activities
   d. (other)
PORTFOLIO PREPARATION

Academic Contents (To be given to the Visitation Team)

Course Syllabus - must contain specific objectives.
   (Is this a new course?)
   (Is this a substantial revision of an existing course?)

Course Outline to include all course assignments.

Examinations and Quizzes.

Materials, handouts. duplicated materials distributed in class.

Evaluation procedure used for final grade.

II. Other information that may be included in the Portfolio:
   1. Department activities.
   2. College activities (including Union activities).
   3. Other professional activities.
   4. New courses developed.
   5. New teaching techniques developed.
   6. Conferences attended.
   7. Presentations made.
   8. Published works.
   9. Community services performed.
  10. Awards and Honors received.
  11. Other.

EVALUATOR’S CLASSROOM VISITATION FORM

Instructor ___________________________  Evaluator ___________________________
Class Observed ___________________________  Date of Observation ___________________________

Please include a constructive comment or suggestion for each item.

LEARNING ENVIRONMENT

1. There is a pleasant, positive, cooperative atmosphere.
   Comment:

2. Interaction between teacher and students encourages thinking and learning.
Comment

3. The Instructor demonstrates enthusiasm for teaching.
   Comment:

4. The instructor responds to students with encouragement and constructive feedback.
   Comment:

DELIVERY OF CONTENT

1. Presentation of course material demonstrates preparation and organization.
   Comment:

2. Method of presentation seems effective and appropriate.
   Comment:

3. Instructor's command of subject matter is evident in the presentation.
   Comment:

4. The scheduled class time is spent on appropriate activities.
   Comment:
STUDENT EVALUATION QUESTIONNAIRE

TEACHER'S NAME

CRSE NAME AND SECTION

YOUR MAJOR AREA OF STUDY

1. a. Why did you take this course?
   b. What did you expect to get out of this course?
   c. Did you get it? Explain.

2. What is the most useful and/or interesting thing you learned in this course?

3. What did you like most about the course?

4. What did you like least about the course?

5. What did you like most about the teacher?

6. What did you like least about the teacher?

7. How could the course be improved?

8. Additional comments.

EVALUATION SUMMARY

DEPARTMENT EVALUATION COMMITTEE

NAME OF EVALUEN  SECTION OR  DEPARTMENT

EVALUATION COMPLETED  -Yes  -No

AREAS OF DIFFICULTY, IF ANY,  Yes  No
COMMUNICATED TO TEACHERS

ENHANCEMENT RECOMMENDED  Yes  No

ENHANCEMENT TO BE FOLLOWED UP BY:

DATE:  DEPARTMENT CHAIR

(Signature)

ADDITIONAL ADMINISTRATIVE INFORMATION

Faculty Name  Date
Department/Section
Lane - Step  Rank  Years of College Teaching

Years at City Colleges

CREDENTIALS

1. Degrees

2. Other
ADDITIONAL COURSE WORK COMPLETED

RECORDKEEPING

1. Grades - Mid Terms, Finals
2. Attendance

FACULTY ATTENDANCE RECORD
1. Advisement/Office hours
2. Activities

PERFORMANCE AS MEMBER OF FACULTY

1. Department Committees
2. Department Activities

PERFORMANCE AS MEMBER OF COLLEGE

1. College Committees
2. College Activities

COMMENDATIONS AND COMPLAINTS RECEIVED
Evaluator's Classroom Visitation Form

Cass Observed  Evaluator

Please include a constructive comment or suggestion for each item.

Learning Environment
1. There is a pleasant, positive, cooperative atmosphere. Yes ☐ No ☐
   Comment:

2. Interaction between teacher and students encourages thinking and learning. Yes ☐ No ☐
   Comment:

3. The instructor demonstrates enthusiasm for teaching. Yes ☐ No ☐
   Comment:

Delivery of Content
1. Presentation of course material demonstrates preparation and organization. Yes ☐ No ☐
   Comment:

2. Method of presentation seems effective and appropriate. Yes ☐ No ☐
   Comment:

3. Instructor's command of subject matter is evident in the presentation. Yes ☐ No ☐
   Comment:

4. The scheduled class time is spent on appropriate activities. Yes ☐ No ☐
   Comment:

Signature of evaluator  Date