APPENDIX J1.F
ADMINISTRATIVE AND PEER EVALUATION FORM
FACULTY – RESOURCE (Program Director, Program Coordinator, etc.)
(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 minutes)
EVALUATION DATE: _____ EVALUATOR'S NAME: _____
(please print)
Date of Pre-eval meeting (required) _____ Date of Post-eval meeting (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 District 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.
_____

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 objective 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:

EX = Exceeds Expectations	UN = Unsatisfactory
MT = Meets Expectations	NA = Not Applicable
ND = Needs Development	NO = Not Observed

For advancement through the tenure process, earning of Professional Achievement Awards (PAA), or attainment of Reemployment Preference (REP) for part-time faculty, MT is the standard for each criteria. EX is available as a rating to recognize areas of uncommon excellence; an EX rating is not required for tenure, PAA, or REP.

A rating of ND or UN does not prevent one from advancing through the tenure process, earning a PAA, or attaining REP. It is the entirety of the evaluation that is considered in these decisions, and faculty are given an opportunity to demonstrate improvement in cases of ND or UN ratings.

SECTION I.

	EX	MT	ND	UN	NA	NO
1. Is accessible to faculty and staff.						
2. Listens well and responds to instructors' resource needs.						
3. Develops professional learning resources for individuals and institutional workgroups/committees.						
4. Develops students' resources (if applicable).						
5. Demonstrates knowledge of District policies and procedures affecting faculty, staff, and students.						
6. Demonstrates knowledge of legislation or state policy which impacts field of specialization.						
7. Communicates across disciplines within the academic community.						
8. Communicates ideas clearly and effectively.						
9. Engages in regular assessment, reflection, and revision for program leadership improvement						
10. Models a growth mindset for all students or faculty/staff participants in the program.						
11. Articulates services with campus and district programs.						

Narrative Comments						

Workshop and Training (as applicable)	**EX**	**MT**	**ND**	**UN**	**NA**	**NO**
12. Uses current materials and theories.						
13. Uses workshop time in an effective manner.						
14. Is responsive to participants' learning needs to meet the outcomes of the workshop.						
15. Stimulates interest in the concepts presented.						
16. Utilizes appropriate learning materials to help participants meet the workshop learning outcomes.						
17. Provides attendees the opportunity to engage with the material in a variety of ways.						
18. Provides welcoming environment that is conducive to diverse learners.						

Narrative Comments						

Relationship with students and colleagues	**EX**	**MT**	**ND**	**UN**	**NA**	**NO**
19. Demonstrates sensitivity and respect when working with students, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses						
20. Demonstrates sensitivity and respect when working with colleagues, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses						
21. ~~Is open~~Demonstrates openness to constructive feedback.						
22. Communicates with the academic community						

Narrative Comments						

Other job requirements (to be completed by Dean or appropriate supervisor)	**EX**	**MT**	**ND**	**UN**	**NA**	**NO**
23. Maintains adequate records.	▓					
24. Submits required departmental documentation, including census, and/or positive attendance, and grades on time.	▓					
25. Maintains scheduled office hours, if applicable.	▓					
26. Follows health and safety regulations.	▓					
27. 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 20 but ranked by dean)	▓					
28. Works with student and/or student support services to provide reasonable accommodations and provides	▓					

	EX	MT	ND	UN	NA	NO
accessible materials where appropriate.	▓					
29. Attends required meetings.	▓					
30. Responds to department/division, or college/District communication in a timely manner, generally considered within two school days.	▓					

Narrative Comments

Professional Responsibility	EX	MT	ND	UN	NA	NO
31. Keeps current in the discipline, pedagogy, and practices.						
32. 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 7.25)						
- **Tenured and Tenure-Track Faculty Only After Phase I Only** 33. Serves the department, discipline, or college/district community by membership on committees, participation in special assignments, program review, or other projects/research. ~~Serves on committees, or participates in special assignments, research, program review or other projects that serve the department, discipline or college community~~						

Narrative Comments

SECTION II. EVALUATOR'S COMPREHENSIVE SUMMARY STATEMENT:

(This section may include, in addition to synthesis, professional activities not previously mentioned, suggestions for further growth, and professional contributions to the District.)

SECTION III. FACULTY MEMBER'S COMMENTS: