

APPENDIX D FORM A4

ADMINISTRATOR AND PEER EVALUATION FORM FOR NON-CONTRACT FACULTY

(The purposes of evaluation are contained in Article 12 of the VCCCD Agreement)

DATE OF VISIT: _____ ARRIVAL TIME: _____ DEPARTURE TIME: _____

NAME OF EVALUATEE: _____

POSITION OF EVALUATEE: _____

Evaluator: (Please Print) _____

Type of Evaluator: (check one) ☐ Peer ☐ Department Chair or Designee ☐ Dean

Faculty Function(s) Being Evaluated: (check all that apply)

☐ Instructor Course Name: _____

Number of Students Attending: _____

☐ Counselor

☐ Librarian

☐ Other (specify): _____

Location: (check one) ☐ Moorpark College ☐ Oxnard College ☐ Ventura College

☐ Other (specify): _____

Do not sign this form until you have completed the evaluation meeting.

I am aware of my rights as provided in Article 12 of the VCCCD Agreement. 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 College President if I so desire.

Faculty Member Signature

Date

Evaluator Signature

Date

Ventura County Community College District
**ADMINISTRATIVE AND PEER EVALUATION FORM FOR
NON-CONTRACT FACULTY**

The Purpose of Evaluation is:

“to provide a genuinely useful and substantive assessment of faculty performance, to recognize and acknowledge good performance, to enhance performance, and to help employees further their own growth. The evaluation process should be implemented in a positive, supportive manner that encourages self-improvement and excellence in the faculty member’s areas, and promotes professionalism and enhances performance.” (from Section 12.1 of the Agreement between the VCCCD and AFT Local 1828)

Instructions (Do not proceed without reading instructions)

- Rate only those areas where you possess first-hand knowledge based on direct observation of evaluatee’s performance and/or other substantiated sources.
- You may use the rating system below for each applicable criterion.
- Provide a detailed response where applicable.
- You may use the electronic version of this form (comment boxes are expandable) or hard copy to be completed manually. If needed, a blank page is attached to accommodate detailed responses and cite the section and item being addressed.

<u>RATING SYSTEM</u>	
E	Excellent
S	Satisfactory
N	Needs to improve
U	Unsatisfactory
N/O	Not observed
N/A	Not applicable

SECTION I. Professional Qualities *(to be answered for all faculty)*

Using the scale above, please rate the evaluatee based on applicable criteria:

A. Professionalism

- | | | | | | | |
|---|---|---|---|---|-----|-----|
| 1. Demonstrates cooperation and sensitivity in working with colleagues, staff, and students. | E | S | N | U | N/O | N/A |
| 2. Submits required departmental reports and other necessary paperwork, including census, and/or positive attendance, and grades on time. | E | S | N | U | N/O | N/A |
| 3. Maintains adequate and appropriate records. | E | S | N | U | N/O | N/A |

- | | | | | | | |
|---|---|---|---|---|-----|-----|
| 4. Observes health and safety regulations. | E | S | N | U | N/O | N/A |
| 5. Maintains office hours and is accessible to students. | E | S | N | U | N/O | N/A |
| 6. Demonstrates continuing professional development in subject areas of assignment. | E | S | N | U | N/O | N/A |
| 7. Demonstrates progress toward self-determined individual and developmental goals. | E | S | N | U | N/O | N/A |

B. Area and Departmental Responsibilities

- | | | | | | | |
|---|---|---|---|---|-----|-----|
| 1. Orders textbooks, instructional materials, and equipment in a timely manner. | E | S | N | U | N/O | N/A |
| 2. Exercises good judgment in the use of facilities, equipment, and supplies. | E | S | N | U | N/O | N/A |
| 3. Maintains work schedule and keeps appointments. | E | S | N | U | N/O | N/A |
| 4. Meets flex requirements. | E | S | N | U | N/O | N/A |

Comments: (Commendations, recognition, strengths/weaknesses, etc. Please explain how you reached your conclusions where necessary.)

(If additional space is necessary a blank page follows. Be sure to cite section and item being addressed)

SECTION II. JOB PERFORMANCE OBSERVATION (*Answer all applicable areas.*)

A. NATURE OF WORK IN PROGRESS:

In the provided space (boxes) or on attached sheets, describe in detail the content of the lesson, the teaching techniques employed, and the activities of the students. In the case of non-classroom observation, describe the activity and related performance observed. Include specific comments about the appropriateness and effectiveness of what was observed. Where appropriate, note what was commendable, make constructive criticisms about what might be improved, and suggest alternatives. If any ratings below satisfactory are issued, recommendations for improvement are required of the evaluator and should be included in the Overall Summary and Recommendations portion of this form. Explain how you reached your conclusions. If additional space is needed a blank page follows.

Blank page for additional comments.

B. DISTANCE EDUCATION

- | | | | | | | |
|--|---|---|---|---|-----|-----|
| 1. Follows all campus distance education standards as adopted by Curriculum Committee/Academic Senate. | E | S | N | U | N/O | N/A |
| 2. Demonstrates competence in the current distance education course management system. | E | S | N | U | N/O | N/A |
| 3. Uses the appropriate distance education form of communication. | E | S | N | U | N/O | N/A |

C. CLASSROOM FACULTY

Instructional Delivery

- | | | | | | | |
|---|---|---|---|---|-----|-----|
| 1. Voice and delivery are clear and understandable. | E | S | N | U | N/O | N/A |
| 2. Employs multiple teaching approaches where applicable. | E | S | N | U | N/O | N/A |
| 3. Communicates ideas clearly, concisely and effectively. | E | S | N | U | N/O | N/A |
| 4. Paces class according to the level and material presented. | E | S | N | U | N/O | N/A |
| 5. Uses class time effectively. | E | S | N | U | N/O | N/A |
| 6. The teaching method and techniques observed are effective. | E | S | N | U | N/O | N/A |
| 7. Conducts class in accordance with instructional schedule. | E | S | N | U | N/O | N/A |

Faculty/Student Interaction

- | | | | | | | |
|--|---|---|---|---|-----|-----|
| 8. Students are engaged in lesson. | E | S | N | U | N/O | N/A |
| 9. Demonstrates sensitivity to differing student learning styles. | E | S | N | U | N/O | N/A |
| 10. Stimulates student interest in materials presented. | E | S | N | U | N/O | N/A |
| 11. Measures student performance in fair and valid ways. | E | S | N | U | N/O | N/A |
| 12. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, as well as physical and mental abilities. | E | S | N | U | N/O | N/A |

Content

13. The content of the lesson observed was: current _____ adequate _____ outdated _____
14. The content of the lesson was consistent with the course outline. Yes _____ No _____
15. The lesson was at the appropriate level for the course. Yes _____ No _____

Comments :

(If additional space is necessary a blank page follows. Be sure to cite section and item being addressed)

Blank page for additional comments.

D. COUNSELORS

Presentation

- | | | | | | | |
|--|---|---|---|---|-----|-----|
| 1. Presents information and directions to students in a clear and organized way. | E | S | N | U | N/O | N/A |
| 2. Advisement methods and techniques utilized are effective. | E | S | N | U | N/O | N/A |

Faculty/Student Interaction

- | | | | | | | |
|---|---|---|---|---|-----|-----|
| 3. Listens well and provides opportunities for students to express their concerns. | E | S | N | U | N/O | N/A |
| 4. Helps students define and seek solutions to problems. | E | S | N | U | N/O | N/A |
| 5. Gives the student an opportunity for follow-up. | E | S | N | U | N/O | N/A |
| 6. Directs counselees to appropriate sources of information/ assistance when advisable. | E | S | N | U | N/O | N/A |
| 7. Respects students' confidentiality. | E | S | N | U | N/O | N/A |
| 8. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, as well as physical and mental abilities. | E | S | N | U | N/O | N/A |

Content

- | | | | | | | |
|--|--------------------|---|---|---|-----|-----|
| 9. Demonstrates knowledge of district classes, resources and programs. | E | S | N | U | N/O | N/A |
| 10. Demonstrates knowledge of current course articulation and program requirements. | E | S | N | U | N/O | N/A |
| 11. The content of the session observed was consistent with advisement objectives and student needs. | _____ yes _____ no | | | | | |

Service assignment objectives

- | | | | | | | |
|---|---|---|---|---|-----|-----|
| 12. Researches questions brought by students as needed. | E | S | N | U | N/O | N/A |
|---|---|---|---|---|-----|-----|

Comments:

(If additional space is necessary a blank page follows. Be sure to cite section and item being addressed)

E. LIBRARIANS

Presentation and Content

1. Communicates information clearly, concisely and effectively.

E S N U N/O N/A

Blank page for additional information.

- | | | | | | | | |
|----|---|---|---|---|---|-----|-----|
| 2. | Utilizes knowledge of current trends and technology in library/information science. | E | S | N | U | N/O | N/A |
| 3. | Demonstrates knowledge of research methods and resources. | E | S | N | U | N/O | N/A |

Faculty/Student Interaction

- | | | | | | | | |
|----|--|---|---|---|---|-----|-----|
| 4. | Assists students to reach reference and research objectives. | E | S | N | U | N/O | N/A |
| 5. | Facilitates self-reliance in library usage. | E | S | N | U | N/O | N/A |
| 6. | Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, as well as physical and mental abilities. | E | S | N | U | N/O | N/A |

Service assignment objectives

- | | | | | | | | |
|----|--|---|---|---|---|-----|-----|
| 7. | Consults with other librarians and departments to provide students with up-to-date information and programs. | E | S | N | U | N/O | N/A |
| 8. | Assists in building, organizing, and maintaining library collection. | E | S | N | U | N/O | N/A |

NOTE: If you attended a library orientation, please also fill out Section II C, Classroom Faculty.

Comments:

(If additional space is necessary a blank page follows. Be sure to cite section and item being addressed)

F. OTHER NON-TEACHING FACULTY (Coordinators, Project Directors, Student Personnel Workers, Facilitators, Coach/Athletic Directors)

NOTE: NOT ALL CRITERIA ARE APPLICABLE

- | | | | | | | | |
|----|---|---|---|---|---|-----|-----|
| 1. | Supervises the routine security, upkeep, repair, and replacement of facilities and equipment in area of assignment. | E | S | N | U | N/O | N/A |
| 2. | Consults with appropriate college faculty and staff about related projects and work assignments. | E | S | N | U | N/O | N/A |
| 3. | Maintains effective working relationship with grant monitors. | E | S | N | U | N/O | N/A |
| 4. | Adheres to grant guidelines, objectives and schedules. | E | S | N | U | N/O | N/A |
| 5. | Serves as a unit leader within the assigned area. | E | S | N | U | N/O | N/A |
| 6. | Consults with the dean concerning all expenditures outside of the department budget. | E | S | N | U | N/O | N/A |

Blank page for additional information.

7.	Consults with the dean concerning all grant applications and fundraising activities.	E	S	N	U	N/O	N/A
8.	Participates in necessary meetings and conferences.	E	S	N	U	N/O	N/A
9.	Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, as well as physical and mental abilities.	E	S	N	U	N/O	N/A
10.	Fulfills specific job description requirements.	E	S	N	U	N/O	N/A

NOTE: If you attended a presentation seminar or class, please also fill out Section II C for Classroom Faculty.

Comments:

G. Overall Comments/Recommendation

Comment on professional performance, specifying, where relevant, areas of excellence and areas requiring improvement. If there are areas requiring improvement, make constructive, specific recommendations to evaluatee.

G. Evaluator's Overall Rating:

Excellent

Satisfactory

Needs Improvement

Unsatisfactory