

PEER EVALUATION FORM FOR FACULTY

Evaluation of: _____ Semester: _____ Department: _____

Evaluator: _____ POSITION: _____

Evaluatee status: (check one)

Full-time

Part-time

If full-time, (check one)

Tenured

Temporary Contract Faculty

First Year Probationary

Second Year Probationary

Third Year Probationary

Fourth Year Probationary

Date(s) of Visit: _____

LENGTH OF VISIT: _____ COURSE (if applicable): _____

Conference Date: _____

BASED ON THIS REPORT, CHECK ONE:

Satisfactory

Needs Improvement

Unsatisfactory

| | | | |
|------------|-------|------------------------------|-------|
| EVALUATOR: | DATE: | DEPT. CHAIRPERSON / LEADER : | DATE: |
| EVALUATEE: | DATE: | FOR THE DISTRICT: | DATE: |

Evaluatee's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received. Evaluatee may request an additional evaluation. Within ten working days of receipt of this evaluation report, the evaluatee may also submit a written statement to be filed with this evaluation report. Attach additional sheet if necessary.

PROFESSIONALISM

This section to be completed by the department chair / leader or department chair/ leader designee
As input to the evaluation procedure

| Satisfactory or Better | Needs Improvement | Unsatisfactory | Not Observed (NO) Not Applicable (NA) |
|------------------------|-------------------|----------------|------------------------------------------|
|------------------------|-------------------|----------------|------------------------------------------|

| | | | | |
|----------------------------------------------------------------------------------------------------------|--|--|--|--|
| 1. Demonstrates cooperation and sensitivity in working with colleagues and staff | | | | |
| Comments: | | | | |
| 2. Responsive to constructive feedback | | | | |
| Comments: | | | | |
| 3. Participates at the appropriate level in creation, assessment, and / or discussion of SLOs | | | | |
| Comments: | | | | |
| 4. Submits required departmental reports and information on time (Drop roster, grade roster, flex form) | | | | |
| Comments: | | | | |
| 5. Maintains adequate and appropriate records | | | | |
| Comments: | | | | |
| 6. Observes health and safety regulations | | | | |
| Comments: | | | | |
| 7. Per the collective bargaining agreement, maintains office hours and attends required meetings | | | | |
| Comments: | | | | |
| 8. Responsive to students and is accessible to students | | | | |
| Comments: | | | | |
| 9. Adheres to departmental and college policies | | | | |
| Comments: | | | | |
| 10. Participates in departmental and campus wide activities | | | | |
| Comments: | | | | |

11. Maintains currency in professional knowledge through professional literature, professional memberships, workshops, conferences, or other activities

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Comments:

Additional comment:

| Knowledge, Skill and Ability as a Instructional Faculty Member | Satisfactory or Better | Needs Improvement | Unsatisfactory | Not Observed (NO) Not Applicable (NA) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------|----------------|------------------------------------------|
| 1. Establishes a student-instructor relationship conducive to learning | | | | |
| Comments: | | | | |
| 2. Communicates ideas clearly and effectively | | | | |
| Comments: | | | | |
| 3. Stimulates students' interest and desire to learn | | | | |
| Comments: | | | | |
| 4. Promotes active involvement of students in learning activities | | | | |
| Comments: | | | | |
| 5. Demonstrates sensitivity in working with students from diverse backgrounds and with different needs | | | | |
| Comments: | | | | |
| 6. Employs appropriate pedagogy | | | | |
| Comments: | | | | |
| 7. Begins class promptly and ends at time designated on schedule of classes | | | | |
| Comments: | | | | |
| 8. Uses class time efficiently | | | | |
| Comments: | | | | |
| 9. Maintains an appropriate pace during class session | | | | |
| Comments: | | | | |
| 10. Provides students with a syllabus which includes a written explanation of the evaluation process, expectations and requirements, assignments, course content, relevant dates, and other information | | | | |
| Comments: | | | | |

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| 11. Teaches course content that is consistent with the official course outline of record | | | | |
| Comments: | | | | |
| 12. Uses materials pertinent to the course content | | | | |
| Comments: | | | | |
| 13. Teaches at a level that is appropriate to the course content | | | | |
| Comments: | | | | |
| 14. Has appropriate command of the subject matter to be able to respond to students' needs | | | | |
| Comments: | | | | |
| 15. Assesses students' progress regularly | | | | |
| Comments: | | | | |
| Additional comment: | | | | |

| Knowledge, Skill and Ability as a Counseling Faculty Member | Satisfactory or Better | Needs Improvement | Unsatisfactory | Not Observed (NO) Not Applicable (NA) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------|----------------|------------------------------------------|
| 1. Maintains a focused counseling session/presentation/group workshop | | | | |
| Comments: | | | | |
| 2. Prioritizes student's concerns and establishes tasks to be covered | | | | |
| Comments: | | | | |
| 3. Uses allotted session time appropriately | | | | |
| Comments: | | | | |
| 4. Adheres to daily work schedule | | | | |
| Comments: | | | | |
| 5. Communicates clearly and effectively with students | | | | |
| Comments: | | | | |
| 6. Adapts style of communication to student's developmental level (language ability, awareness of educational processes, readiness to choose a major, etc) | | | | |
| Comments: | | | | |
| 7. Demonstrates active listening skills | | | | |
| Comments: | | | | |
| 8. Consults effectively with colleagues as necessary | | | | |
| Comments: | | | | |
| 9. Assesses and defines student's current academic, personal and career needs to facilitate a productive counseling session | | | | |
| Comments: | | | | |
| 10. Uses electronic counseling tools and resources effectively | | | | |
| Comments: | | | | |

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| 11. Demonstrates current knowledge of academic options and requirements | | | | |
| Comments: | | | | |
| 12. Demonstrates current knowledge of policies and procedures affecting students | | | | |
| Comments: | | | | |
| 13. Investigates answers to student inquiries and/or directs students to appropriate sources of information | | | | |
| Comments: | | | | |
| 14. Sets boundaries with students as necessary | | | | |
| Comments: | | | | |
| 15. Sets a welcoming tone when meeting students | | | | |
| Comments: | | | | |
| 16. Creates a non-judgmental environment of trust, respect and sensitivity to all backgrounds | | | | |
| Comments: | | | | |
| 17. Shows genuine interest in student's questions and concerns | | | | |
| Comments: | | | | |
| 18. Validates/confirms student's understanding of issues addressed in session | | | | |
| Comments: | | | | |
| 19. Concludes session by providing opportunity to follow-up as necessary | | | | |
| Comments: | | | | |
| Additional comment: | | | | |

| Knowledge, Skill and Ability as a DSPS Faculty Member | Satisfactory or Better | Needs Improvement | Unsatisfactory | Not Observed (NO) Not Applicable (NA) |
|-----------------------------------------------------------------------------------------------------------|------------------------|-------------------|----------------|------------------------------------------|
| 1. Demonstrates knowledge of discipline | | | | |
| Comments: | | | | |
| 2. Demonstrates knowledge of current trends, laws, and regulations | | | | |
| Comments: | | | | |
| 3. Demonstrates knowledge of current college policies and procedures affecting students | | | | |
| Comments: | | | | |
| 4. Maintains assigned work schedule and is on time for appointments | | | | |
| Comments: | | | | |
| 5. Manages time effectively | | | | |
| Comments: | | | | |
| 6. Makes oneself available to confer with students | | | | |
| Comments: | | | | |
| 7. Uses allotted session time effectively | | | | |
| Comments: | | | | |
| 8. Provides appropriate accommodations in a timely manner | | | | |
| Comments: | | | | |
| 9. Creates a non-judgmental environment of trust, sensitivity, and mutual respect (students & colleagues) | | | | |
| Comments: | | | | |
| 10. Respects student confidences | | | | |
| Comments: | | | | |

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| 11. Displays timely and appropriate follow through | | | | |
| Comments: | | | | |
| 12. Communicates clearly and effectively with students | | | | |
| Comments: | | | | |
| 13. Sets boundaries with students as necessary | | | | |
| Comments: | | | | |
| 14. Assists students in resolving issues involving faculty, administration, and/or community agencies | | | | |
| Comments: | | | | |
| 15. Maintains accurate record keeping | | | | |
| Comments: | | | | |
| 16. Consults with colleagues as necessary | | | | |
| Comments: | | | | |
| 17. Contributes to a positive work environment | | | | |
| Comments: | | | | |
| 18. Takes the initiative and responsibility to keep up with the current academic and electronic aspects of counseling | | | | |
| Comments: | | | | |
| 19. Functions effectively with a minimum of supervision | | | | |
| Comments: | | | | |
| Additional comment: | | | | |

| Knowledge, Skill and Ability as a Librarian | Satisfactory or Better | Needs Improvement | Unsatisfactory | Not Observed (NO) Not Applicable (NA) |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------|----------------|------------------------------------------|
| 1. Prioritizes library users' needs | | | | |
| Comments: | | | | |
| 2. Completes assignments and projects in a timely manner | | | | |
| Comments: | | | | |
| 3. Communicates clearly and effectively with colleagues, students, faculty and other library users | | | | |
| Comments: | | | | |
| 4. Instructs library users in effective and independent use of library services and resources | | | | |
| Comments: | | | | |
| 5. Demonstrates active listening skills | | | | |
| Comments: | | | | |
| 6. Connects library users to appropriate resources for their information needs | | | | |
| Comments: | | | | |
| 7. Selects and recommends appropriate resources for library collections and programs | | | | |
| Comments: | | | | |
| 8. Uses appropriate print and/or electronic library tools and resources | | | | |
| Comments: | | | | |
| 9. Catalogs materials in all formats according to national standards and adapts these standards for local practice when necessary | | | | |
| Comments: | | | | |

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| 10. Plans, develops, implements, integrates and supports all library computing resources and systems | | | | |
| Comments: | | | | |
| 11. Sets a welcoming tone when interfacing with library users | | | | |
| Comments: | | | | |
| 12. Creates an environment of respect for and sensitivity to library users from diverse backgrounds | | | | |
| Comments: | | | | |
| 13. Follows up on requests for information or other library services | | | | |
| Comments: | | | | |
| Additional comment: | | | | |