

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	Satisfactory or Better	Needs Improvement	Unsatisfactory	Not Observed (NO) Not Applicable (NA)
This section to be completed by the department chair / leader or department chair/ leader designee <i>As input to the evaluation procedure</i>				
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				
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				
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:				

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:				

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:				

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:				

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:				