



Clovis Community College Faculty Evaluation Form

Instructor Name: _____ Date of Observation: _____

Location Site: _____

Class Observed: _____ Topic for Class: _____

Activity: Lecture

Lab Activity

Observer's Printed Name: _____

Observer's Signature: _____

Preamble

"The tenure review process should ensure that students have access to the most knowledgeable, talented, creative, and student-oriented faculty available...The tenure review process should promote professionalism, enhance academic growth, and evaluate contract employees relative to continued employment consideration by providing a useful assessment of performance, using clear evaluation criteria." (SCCCD Agreement for Fiscal years 2006-7:2007-08;2008-09 between SCCC and SCFT Local #1533, CFT/AFT,AFL-CIO , Art. XIII, § 1. "Tenure Review/Evaluation of Contract Faculty").

"The purpose of the evaluation procedure of tenured faculty is to enhance the quality of education, to recognize outstanding performance, to enhance performance and to further the growth and development of faculty members, to identify areas of performance needing improvement and to assist faculty members in achieving improvement, and to maintain the educational quality and standards of the College District." (SCCCD Agreement for Fiscal years 2006-7:2007-08;2008-09 between SCCC and SCFT Local #1533, CFT/AFT,AFL-CIO , Art. XIII, § 2. "Evaluation of Tenured Faculty").

The purpose of the evaluation process for unit members is to improve the quality of instruction, enhance academic growth, promote professionalism, and assess performance of unit members. (Agreement between SCCC and Part-Time Bargaining Unit State Center Federation of Teachers July 1, 2006-June 30, 2009 , Art. XII, § 1. "Evaluation of Faculty").

I. Pre-Assessment

A. To be completed by the evaluator:

1. Syllabus—is it in compliance with Title V (*absence policies, grading procedures, ADA compliance, course objectives, etc.*) and college policies (*Academic dishonesty guidelines, tardiness policies, etc.*)? What may need changing?

2. Obtain an example of a graded assessment and the assignment prompt: (test, essay, project, etc.) This assessment should be anonymous and chosen at random by the instructor being evaluated. Any comments?

3. Supplementary evaluation for tenured faculty: Please read and analyze the instructor's Professional Activities Evaluation and Self-Evaluation. Attach comments here.

B. To be completed by the instructor being evaluated:

1. Add evaluator (if applicable) to the online course or to a course management system such as Blackboard, for a minimum of one week.
2. What do you believe makes you effective as an instructor? Provide your evaluator with recent examples. (This may be a recent lesson plan or online discussion board. You can mention your turnaround time in returning graded work or supply a narrative of a learning demonstration from this semester, etc.)
3. What would you like your evaluator to pay special attention to during the observation or online analysis?
4. Have you re-purposed the course or redesigned a lesson plan to improve student progress? Please explain.
5. Outline and explain what your evaluator will observe during the evaluation period. Identify which objective will be taught during the evaluation as listed in the Course Outline of Record. Please attach.
6. Online instructors: CCR § 55204 “Any portion of a course conducted through distance education includes regular effective contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities. Regular effective contact is an academic and professional matter pursuant to sections 53200 et seq.” In compliance with this section of the California Code of Regulations, describe your effective contact.

II. Assessment—Day or Week of Evaluation (to be completed by the EVALUATOR)

- A. Describe strengths and weaknesses (if applicable) of presentation method on day or week of observation.
- B. How does instructor respond to student questions?
- C. What evidence is there of the instructor's preparation (sufficient command of the material)?

Mark as 1-5 for each below. Explain, if necessary.
 CODE: 1 = Needs improvement 2 = adequate 3 = well executed 4 = exemplary 5 = not observed or N/A

| Evaluation Criteria | Code | Remarks |
|---|------|---------|
| Instructor is well-prepared for the topic or skill being covered in class. | | |
| Instructor clearly states instructional objective for the class session or week. | | |
| Instructor presents ideas corresponding to student comprehension and experience level. | | |
| Instructor uses varied and sufficient supporting materials (including audio or video aids). | | |
| Instructor uses effective teaching techniques. | | |
| Instructor accommodates varied learning styles. | | |
| Instructor presents ideas with clarity. | | |
| If applicable, the instructor makes effective use of the district learning management system and related applications (Blackboard, Tegrity, Camtasia, PowerPoint, etc.). | | |
| Instructor is responsive to students' diversity of cultural backgrounds, gender, age, lifestyles, variety of learning styles, student goals and aspirations, and/or disability. | | |

NOTE: The evaluator may write a narrative, descriptive essay of the evaluation using this form as a model for what information should be included.