

## Appendix N

### EVALUATION TEAM CLASSROOM OR WORKSITE OBSERVATION/EVALUATION

Instructor Name: \_\_\_\_\_ Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Criteria referenced in CCFT Collective Bargaining Agreement, Article 17 (1-3), should be considered. See reverse side.

#### **OBSERVATIONS**

Class/Activity: \_\_\_\_\_ Number of students in attendance: \_\_\_\_\_

The following material is intended to be included in the final evaluation and may reflect information summarized from other course materials and student evaluations, respecting confidentiality.

#### **Commendations**

#### **Recommendations**

Signature of Observer/Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Date of meeting with evaluatee (within two weeks of classroom visit): \_\_\_\_\_

## Academic Employee Final Written Evaluation Criteria

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The following criteria should be considered (as referenced in CCFT Collective Bargaining Agreement, Article 17):

1. **Classroom Performance** - The faculty member demonstrates effective performance in classroom teaching or in carrying out other primary responsibilities and assignments including: (a) currency and depth of knowledge of teaching field or job duties; (b) proficiency in written and oral English enabling clear, effective communication to students, staff and colleagues; (c) use of teaching or job specific methods and materials challenging to the student and appropriate to the subject matter, responsive to the needs of the students, and consistent with curriculum requirements and coordination/sequencing; this is not intended to discourage use within a department of a variety of successful pedagogical approaches to learning; (d) careful attention to effective organizational skills in the classroom or work site; (e) provision to students of appropriate class materials including a course syllabus with course outlines, course objectives, method of assessment, grading criteria and other classroom policies; (f) appropriate measurement of student progress; (g) evidence of course objectives being met; and (h) in the case of contract, temporary contract and regular faculty, consistent responsibility in fulfilling official college requirements, including, as a baseline, those outside-the-classroom assignments such as attending division and department meetings, participating on search and selection committees, participation on evaluation teams, contributing to curriculum development, participating in program planning, and participating in college governance as needed.
2. **Students** – Faculty member demonstrates: (a) patience, fairness, and promptness in the evaluation and discussion of student work; (b) respect for and responsiveness to needs of a diverse student population and their special circumstances where appropriate; (c) maintenance of contractual obligations to hold regular and timely office hours; (d) respect for the right of students to voice opinions and concerns; (e) willingness and availability to assist students; and (f) respect for students’ rights as outlined in the Student Rights and Responsibilities handbook.
3. **Colleagues** – Faculty member shall show respect for colleagues and the teaching profession by: (a) acknowledging and defending the free inquiry of their associates in the exchange of critique and ideas; (b) respecting the right of others to express a variety of opinions; (c) acknowledging academic debts (credit works to avoid plagiarism); (d) acknowledging achievements and areas in need of improvement; (e) acting in accordance with the ethics of the profession and with a sense of personal integrity; and (f) acting in a manner that does not disrupt colleague’s performance of duties.