

Appendix L

Academic Employee Final Written Evaluation

Name: _____ Period Covered by Evaluation: _____

The following statement is prepared as a summary of the performance of the academic employee relative to criteria listed in Article 17 on reverse side. Attach additional pages as needed.

Full Time Faculty Only:
____ Check here if the 6th
year option was utilized for
this evaluation

Faculty Evaluator's Signature

Written Response Attached

Date

Faculty Evaluator's Signature

Written Response Attached

Date

All team members must sign the final written evaluation before it is given to the evaluatee.

Division Administrator's Signature

Date

Recommendation if work is less than satisfactory:

Division Reevaluation next semester

Administrative Evaluation

Non-reemployment

Evaluatee's Signature

Written Response Attached

Date

Signature by the person being evaluated only acknowledges that she/he has reviewed this document. It does not mean or imply agreement with its contents.

VPI's Signature

Date

Academic Employee Final Written Evaluation Criteria

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 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.

Distance Education Courses – In addition to the above, all distance education courses, whether hybrid or fully online, include demonstration of regular effective contact. The instructor (a) regularly initiates interaction with students to determine that they are accessing and comprehending course materials, (b) Is available at least the same number of instructor contact hours per week that would be available for face-to-face students, and (c) establishes and publishes, in the course syllabus or other course documents, an expectation for frequency and timeliness of instructor initiated contact and instructor feedback. The instructor uses one or more of the following resources to initiate and maintain contact with students: threaded discussions, email, announcements in the learning management system, timely feedback for student work, instructor prepared online lectures or introductions in the form of online lectures to any publisher created materials, that combined with other course materials, creates the “virtual equivalent” of the face-to-face class.

- 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 colleagues' performance of duties.
- 4) **Professional Growth and Responsibilities** Faculty member shall demonstrate continued professional growth by: (a) continued participation in self-initiated professional activities such as course work, attendance at workshops, seminars, professional meetings, publications, conference presentations, artistic exhibits/performances, classroom research, development of new curriculum, and community involvement specific to academic area and other appropriate activities; and (b) active participation in collegial governance and campus life including serving on committees.
- 5) **Special Assignments or Reassigned Duties** Faculty member shall (a) perform assigned duties; and (b) perform appropriate record keeping, correspondence, coordination and reporting.