

Appendix J.15
Administrator's Final Evaluation of Faculty

Name _____ Dept./Division _____ Year/Semester _____

This form responds to the faculty member's self-evaluation and includes information gathered by the administrator, including peer observations, student evaluations, and any documented recommendations, commendations, and complaints since the previous evaluation.

1. Professional Growth and Development (Section 17.3.1)

a. Comments on the faculty member's previously set job-related goals as specified in previous evaluations, if applicable, and evidence of working toward them.

(fillable text box)

b. Comments on the faculty member's professional activities that enhance his or her teaching:

(fillable text box)

2. Performance with Students (Section 17.3.2)

Notes, recommendations, and commendations on the faculty member's performance with students:

(fillable text box)

3. Performance of Professional Responsibilities (Section 17.3.3)

a. Does the instructor complete and submit required paperwork, such as grade and census reports, flex forms, and SLO class assessments, in a timely manner?

Satisfactory Needs improvement

b. *For contract, temporary contract, and regular faculty:* Does the faculty member participate in department and division activities, college governance, student support activities, and/or other campus activities?

Satisfactory Needs improvement

Notes, recommendations, and commendations on the faculty member's performance of professional responsibilities:

(fillable text box)

4. Professional Conduct (Section 17.3.4)

Does the faculty member meet the contract criteria on professional conduct?

Satisfactory Needs improvement

Notes, recommendations, and commendations on the faculty member’s professional conduct:

(fillable text box)

Overall evaluation rating:

- Exceeds contract requirements
- Meets contract requirements
- Needs some improvement
- Requires significant improvement.

Recommendations:

- Division re-evaluation
- Administrative re-evaluation
- Remediation plan (attach copy of plan)
- Reduced assignment (adjuncts only)
- Loss of reemployment preference (adjuncts only, see Section 16.8.5))
- Non-reemployment

Tenure and reemployment preference recommendations

- Not applicable
- Recommended for tenure (for tenure track contract faculty in the 7th semester)
- Recommended for reemployment preference (for adjuncts in the 7th semester)

Administrator’s Signature _____ Date _____

Team Member Signatures: _____ Date _____

_____ Date _____

Evaluatee’s Signature _____ 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. Tenure and tenure-track faculty may submit a written response within 6 working days. Adjunct faculty may submit a written response within 20 working days.

Evaluatee’s Written Response Attached

For Department Chairs/Academic Specialist Directors: Evaluation on DC/ASD criteria (Section 17.3.5) is attached

Administrator’s Final Evaluation of Department Chair/Academic Specialist Director, based on the following criteria from Section 17.3.5:

- a) Performs assigned duties and responsibilities as described in the Job Description (Appendix AA) and as agreed upon with the appropriate administrator;
- b) Performs appropriate recordkeeping, correspondence, coordination and reporting;
- c) Demonstrates fairness, collaboration, and responsiveness to program faculty and program needs; and
- d) Complies with college policies and procedures, including program specific requirements.

Does the faculty member meet the contract criteria on professional conduct?

Satisfactory Needs improvement

Notes, recommendations, and commendations on the faculty member’s performance as Department Chair/Academic Specialist Director:

(fillable text box)