

APPENDIX J1.B
ADMINISTRATIVE AND PEER EVALUATION FORM
FACULTY- Asynchronous Instruction
(Article 6 and 6A - Evaluation)
Foothill-De Anza Community College District

FACULTY NAME: _____ QUARTER: _____

DEPARTMENT/PROG: _____ ACADEMIC YR: _____

CAMPUS LOCATION: Foothill De Anza Center (specify) _____

FACULTY STATUS: (check one) Full-time Part-time

If full-time, (check one) Tenured Contract (grant-funded/temporary replacement)
 Probationary Phase I Probationary Phase II Probationary Phase III

If part-time, number of service credits in Division (per Article 7.9) _____

DUTIES: Instructor Counselor Librarian Other (specify) _____

COURSE/ACTIVITY: _____ LENGTH OF VISIT: _____

EVALUATION DATE: _____ EVALUATOR'S NAME: _____
(please print)

Pre-eval meeting date (required) _____ Post-eval meeting date (required) _____

EVALUATION TYPE: Administrative Probationary (Tenure Committee) Peer

Date: _____
Signature of Evaluator CWID

Date: _____
Signature of Division Dean

Date: _____
Signature of Vice President for Instruction or
Signature of Vice President for Student Services

I am aware of my rights as provided in the appropriate article of the District Agreement, Article 6 or Article 6A. I have read this report, am aware of the opportunity to add my own comments, and recognize that I have the right to discuss it with the President if I so desire.

Date _____ Signature of Faculty Member _____ CWID _____

The purposes of evaluation are contained in Articles 6 and 6A of the Agreement.

For Office Use Only:
Copy - Instructor _____ Update Banner _____ PAY? YES or NO DEAN AUTH. _____
Copy - Division _____ To Payroll _____ FOAP _____ INDEX CODE _____
Revised 3/2023

ADMINISTRATIVE AND PEER EVALUATION FORM FOR FACULTY
 Foothill-De Anza Community College District

This form may not be modified unless agreed upon by the Board and the Faculty Association.

This form uses both objective and narrative data. Please use the rating system for each applicable criterion. Then, write a brief narrative for each section and, finally, a comprehensive summary statement.

Rating system:

EX = Exceeds Expectations	UN = Unsatisfactory
MT = Meets Expectations	NA = Not Applicable
ND = Needs Development	NO = Not Observed

SECTION I:

Online Instruction	EX	MT	ND	UN	NA	NO
1. Demonstrates discipline expertise						
2. Uses current materials and theories						
3. Provides students with a clearly written explanation of the course expectations, requirements, assignments, and evaluation process.						
4. Organizes course site to guide student navigation of course materials.						
5. Provides clear and ongoing communication about course content and expectations.						
6. Provides regular and substantive interaction for teacher-student and student-student interactions, as defined by the college.						
7. Teaches at a level that supports the achievement of the learning outcomes stated in the Course Outline of Record.						
8. Communicates ideas clearly and effectively.						
9. Facilitates discussion, explanation, and exploration of course content.						
Narrative Comments <i>No word limit on any narrative section</i>						
Approaches to Student Learning	EX	MT	ND	UN	NA	NO
10. Stimulates student interest in the material presented						
11. Utilizes multiple modes of content delivery to address different learning styles						
12. Develops assignments/assessments consistent with course objectives stated in the Course Outline of Record						
13. Provides ADA-compliant course materials.						
14. Maintains purposeful and ongoing student engagement with course content using academically related activities						
15. Appropriately paces and scaffolds student learning activities						
16. Responds to student communication in a timely manner, generally within 24 hours excluding weekends and holidays						
17. Provides welcoming online environment that is conducive to diverse learners						

Narrative Comments <i>No word limit on any narrative section</i>						
Relationship with students and colleagues	EX	MT	ND	UN	NA	NO
18. Demonstrates sensitivity and respect when working with students, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses						
19. Demonstrates sensitivity and respect when working with colleagues, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses						
20. Is open to constructive feedback						
Narrative Comments <i>No word limit on any narrative section</i>						
Other job requirements (to be completed by Dean or appropriate supervisor)	EX	MT	ND	UN	NA	NO
21. Maintains adequate records						
22. Submits required departmental documentation on time including census, positive attendance, grades, syllabi, textbook adoption						
23. Maintains scheduled office hours						
24. Demonstrates sensitivity and respect when working with colleagues, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses (same as 19 but ranked by dean)						
25. Works with students and student support services to provide reasonable accommodations						
26. Follows health and safety regulations when applicable						
27. Attends required meetings						
28. Responds to communication in a timely manner, generally considered within 2 school days						
29. Maintains professional certifications as required						
Tenured and Tenure-Track Faculty After Phase I Only						
30. Participates in curriculum updates as required by Title 5						
Narrative Comments <i>No word limit on any narrative section</i>						
Professional Responsibility	EX	MT	ND	UN	NA	NO
31. Keeps current in instructional practices						
32. Participates in the SLO/SAO process, including providing students access to SLOs and assessing and documenting evidence, as needed by the department (for Part-time Faculty, see Article 7.25)						
– Tenured and Tenure-Track Faculty After Phase I Only –						
33. Serves on committees, or participates in special assignments, research, program review or other projects that serve the department, discipline or college/district community						

Narrative Comments

No word limit on any narrative section

SECTION II. EVALUATOR'S COMPREHENSIVE SUMMARY STATEMENT:
(This section may include, in addition to synthesis, professional activities not previously mentioned, suggestions for further growth, and professional contributions to the District.)

SECTION III. FACULTY MEMBER'S COMMENTS:

DRAFT