

**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: \_\_\_\_\_  
 (50 min to 100 min)

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 *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:

MT = Meets Expectations	NA = Not Applicable
ND = Needs Development	NO = Not Observed
UN = Unsatisfactory (significant improvement needed)	

**SECTION I:**

<b>Online Instruction</b>	<b>MT</b>	<b>ND</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
1. Demonstrates discipline expertise.					
2. Uses current materials and theories.					
3. Provides students with a clearly written explanation of the course expectations, course content, relevant dates, 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: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					
<b>Approaches to Student Learning</b>	<b>MT</b>	<b>ND</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
10. Stimulates student interest in the material presented.					
11. Provides students opportunities to engage with the material in a variety of ways.					
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 48 hours excluding weekends and holidays.					
17. Provides inclusive online environment that is conducive to diverse learners.					
Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					
<b>Relationship with students and colleagues</b>	<b>MT</b>	<b>ND</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
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. Demonstrates openness to constructive feedback.					
Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					
<b>Other job requirements (to be completed by Dean or appropriate supervisor)</b>	<b>MT</b>	<b>ND</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
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 department/division, or college/district communication in a timely manner, generally considered within 2 school days.					
29. Maintains professional certifications as required.					

<b>Tenured and Tenure-Track Faculty After Phase I Only</b>					
30. Participates in curriculum updates as required by Title 5,					
Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					
<b>Professional Responsibility</b>	<b>MT</b>	<b>ND</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
31. Keeps current in instructional practices, including those associated with online learning.					
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)					
<b>– Tenured and Tenure-Track Faculty After Phase I Only –</b>					
33. Serves the department, discipline, or college/district community through membership on committees, or participation in special assignments, program review or other projects/research.					
Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					

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

**SECTION III. FACULTY MEMBER'S COMMENTS:**