

APPENDIX J1.F
ADMINISTRATIVE AND PEER EVALUATION FORM
FACULTY – RESOURCE (Program Director, Program Coordinator, etc.)
(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: _____
 (normally 50 minutes)

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

Date of Pre-eval meeting (required) _____ Date of Post-eval meeting (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 6/2023

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.

Resource Activities	MT	ND	UN	NA	NO
1. Is accessible to faculty and staff.					
2. Listens well and responds to instructors' resource needs.					
3. Develops professional learning resources for individuals and institutional workgroups/committees.					
4. Develops students' resources (if applicable).					
5. Demonstrates knowledge of District policies and procedures affecting faculty, staff, and students.					
6. Demonstrates knowledge of legislation or state policy which impacts field of specialization.					
7. Communicates across disciplines within the academic community.					
8. Communicates ideas clearly and effectively.					
9. Engages in regular assessment, reflection, and revision for program leadership improvement.					
10. Models a growth mindset for all students or faculty/staff participants in the program.					
11. Articulates services with campus and district programs.					

Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.

Workshop and Training (as applicable)	MT	ND	UN	NA	NO
12. Uses current materials and theories.					
13. Uses workshop time in an effective manner.					
14. Is responsive to participants' learning needs to meet the outcomes of the workshop.					
15. Stimulates interest in the concepts presented.					
16. Utilizes appropriate learning materials to help participants meet the workshop learning outcomes.					
17. Provides attendees the opportunity to engage with the material in a variety of ways.					
18. Provides welcoming environment that is conducive to diverse learners.					
Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					
Relationship with students and colleagues	MT	ND	UN	NA	NO
19. Demonstrates sensitivity and respect when working with students, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses					
20. Demonstrates sensitivity and respect when working with colleagues, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses					
21. Demonstrates openness to constructive feedback.					
22. Communicates with the academic community					
Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					

Other job requirements (to be completed by Dean or appropriate supervisor)	MT	ND	UN	NA	NO
23. Maintains adequate records.					
24. Submits required departmental documentation, including census, and/or positive attendance, and grades on time.					
25. Maintains scheduled office hours, if applicable.					
26. Follows health and safety regulations.					
27. 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 20 but ranked by dean)					
28. Works with student and/or student support services to provide reasonable accommodations and provides accessible materials where appropriate.					
29. Attends required meetings.					
30. Responds to department/division, or college/District communication in a timely manner, generally considered within two school days.					
Narrative Comments: Please recognize any areas of exceptional performance or clarify any ratings of ND or UN.					
Professional Responsibility	MT	ND	UN	NA	NO
31. Keeps current in the discipline, pedagogy, and 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 Only After Phase I Only					
33. Serves the department, discipline, or college/district community by membership on committees, 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:
(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:

