

APPENDIX C – SECTION II

BASIC AND COMPREHENSIVE EVALUATION SUMMARY FORM FOR ALL FACULTY

Name of Faculty Member: _____ Employee#: _____

Discipline: _____ Department: _____ College: _____

Evaluation Type: ☐ Basic ☐ Comprehensive

Status: ☐ Full time regular faculty

Check all that apply: ☐ Tenure track contract faculty

Select: ☐ B-1 ☐ B-2 ☐ B-3 (year: ☐ 3 or ☐ 4)

☐ Limited (including PACE) or long-term substitute

☐ Adjunct faculty

This evaluation applies to, check all that apply: ☐ Face to Face Class ☐ Online ☐ Hybrid

A. Professional Qualities

Professionalism	Meets/Exceeds Expectations	Needs to Improve
1. Keeps current in discipline.	<input type="checkbox"/>	<input type="checkbox"/>
2. Interacts or communicates with peers.	<input type="checkbox"/>	<input type="checkbox"/>
3. Accepts constructive criticism well.	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintains adequate and appropriate records.	<input type="checkbox"/>	<input type="checkbox"/>
5. Submits grades and/or other required information on time.	<input type="checkbox"/>	<input type="checkbox"/>
6. Attends required meetings.	<input type="checkbox"/>	<input type="checkbox"/>
7. Is regularly available to students.	<input type="checkbox"/>	<input type="checkbox"/>
8. Fulfills professional development responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>
9. Participates in culturally responsive training.	<input type="checkbox"/>	<input type="checkbox"/>
Sources: (state sources of data)		

Professional Contributions	Meets/Exceeds Expectations	Needs to Improve
10. Faculty includes SLOs on class syllabi.	<input type="checkbox"/>	<input type="checkbox"/>
11. (For Full Time Faculty Only) Makes appropriate contribution to the college by serving effectively on a committee, projects, special assignments, etc.	<input type="checkbox"/>	<input type="checkbox"/>
12. (For Full Time Faculty Only) Makes appropriate contributions to the discipline/department and assumes an appropriate share of faculty responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
13. (For All Faculty) Develops and disseminates course syllabi consistent with appropriate Board Rules.	<input type="checkbox"/>	<input type="checkbox"/>
Sources: (state sources of data)		

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B. Attach appropriate form for Section B. Complete Sections C and D.

C. Overall Evaluation: ☐ Satisfactory ☐ Needs to improve ☐ Unsatisfactory

D. Comments, Recommendations, and Improvement Plans where applicable:

Insert comments in text box or attach a separate piece of paper:

E. Faculty Professional Growth Goals/Plan for next evaluation period: (Evaluatee Generated)

Insert comments in text box or attach a separate piece of paper:

(Select signature section below based on the type of evaluation completed)

Comprehensive Evaluation	<input type="checkbox"/>	Tenure Review	<input type="checkbox"/>	Peer Review Committee Signatures
Required as per Article 19 and 42				
Print Name (Chair)		Signature		Date
Print Name (Dept. Rep)		Signature		Date
Print Name (Selected Rep)		Signature		Date
Print Name (Admin Rep)		Signature		Date
Print Name (Senate Rep)		Signature		Date
Basic Evaluation for full-time or adjunct faculty — Evaluator Signature (Department Chair or Designee)				
Required				
Print Name (Chair)		Signature		Date

Evaluee Signature Required for Basic and Comprehensive Evaluations

I have received a copy of this evaluation but my signature does not necessarily indicate my agreement. I understand that I have ten (10) working days to have a written statement attached to this evaluation before it is sent to my personnel file in the Human Resources Division.

Print Name _____ Signature _____ Date _____

Accepted by appropriate Vice President or designee

Print Name: _____ Signature: _____ Date: _____

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Name of Faculty Member: _____

B. Knowledge, Skill and Ability as a Child Development Center Instructor		Meets/Exceeds Expectations	Needs Improvement
1.	Demonstrates ability to design and implement a broadly-based curriculum	<input type="checkbox"/>	<input type="checkbox"/>
2.	Assesses individual developmental level of each child	<input type="checkbox"/>	<input type="checkbox"/>
3.	Creates and maintains an environment conducive to growth and development for children	<input type="checkbox"/>	<input type="checkbox"/>
4.	Interacts with children in a positive manner	<input type="checkbox"/>	<input type="checkbox"/>
5.	Demonstrates knowledge of a wide variety of teaching methods	<input type="checkbox"/>	<input type="checkbox"/>
6.	Helps children develop social skills, better communication, and relationships	<input type="checkbox"/>	<input type="checkbox"/>
7.	Remains calm in startling or difficult situations	<input type="checkbox"/>	<input type="checkbox"/>
8.	Assists children in gaining self-esteem	<input type="checkbox"/>	<input type="checkbox"/>
9.	Shows tact, compassion and empathy for children and families	<input type="checkbox"/>	<input type="checkbox"/>
10.	Is tolerant and considerate of differences in children and in adults	<input type="checkbox"/>	<input type="checkbox"/>
11.	Utilizes conflict resolution skills	<input type="checkbox"/>	<input type="checkbox"/>
12.	Maintains ongoing records of children's progress	<input type="checkbox"/>	<input type="checkbox"/>
13.	Communicates effectively in parent conferences	<input type="checkbox"/>	<input type="checkbox"/>
14.	Supervises and evaluates practicum students	<input type="checkbox"/>	<input type="checkbox"/>
15.	Provides direction and training of student workers	<input type="checkbox"/>	<input type="checkbox"/>
16.	Works effectively as a member of a developmental team with children, parents, students, and staff members	<input type="checkbox"/>	<input type="checkbox"/>
17.	Attends and actively participates in staff meetings	<input type="checkbox"/>	<input type="checkbox"/>

Sources: (State sources of data).	Narrative assessment: (insert comments here or attach separate sheet).
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