

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 Classroom Instructor		Meets/Exceeds Expectations	Needs Improvement
1.	Establishes a student-instructor relationship conducive to learning	<input type="checkbox"/>	<input type="checkbox"/>
2.	Communicates ideas clearly and effectively	<input type="checkbox"/>	<input type="checkbox"/>
3.	Stimulates students' interest and desire to learn	<input type="checkbox"/>	<input type="checkbox"/>
4.	Promotes active involvement of students in learning activities	<input type="checkbox"/>	<input type="checkbox"/>
5.	Assesses students' progress regularly	<input type="checkbox"/>	<input type="checkbox"/>
6.	Uses class time efficiently	<input type="checkbox"/>	<input type="checkbox"/>
7.	Demonstrates sensitivity in working with students with diverse backgrounds and needs	<input type="checkbox"/>	<input type="checkbox"/>
8.	Meets classes at appointed hour for scheduled duration	<input type="checkbox"/>	<input type="checkbox"/>
9.	Ensures that course content is current and appropriate	<input type="checkbox"/>	<input type="checkbox"/>
10.	Teaches course content that is appropriate to the official course outline of record congruent with standards set by the discipline	<input type="checkbox"/>	<input type="checkbox"/>
11.	Uses materials that are accurate and that are pertinent to the subject matter and course outline	<input type="checkbox"/>	<input type="checkbox"/>
12.	Maintains an appropriate pace during each class session and over the duration of the academic term	<input type="checkbox"/>	<input type="checkbox"/>
13.	Has appropriate command of the subject matter to be able to respond to student needs	<input type="checkbox"/>	<input type="checkbox"/>
14.	Evaluates student achievement according to stated course grading criteria	<input type="checkbox"/>	<input type="checkbox"/>
15.	Provides a positive learning environment for all student populations	<input type="checkbox"/>	<input type="checkbox"/>
16.	Initiates regular, systematic and substantive student contact.	<input type="checkbox"/>	<input type="checkbox"/>

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