

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)		

APPENDIX C – SECTION II

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: _____

APPENDIX C – SECTION II

Name of Faculty Member: _____

B. Knowledge, Skill and Ability as an ISA/Consulting Instructor		Meets/Exceeds Expectations	Needs Improvement
1.	Demonstrates depth and breadth of knowledge relevant to the position	<input type="checkbox"/>	<input type="checkbox"/>
2.	Effectively promotes the program and helps recruit the students and/or faculty as applicable to the position.	<input type="checkbox"/>	<input type="checkbox"/>
3.	Accomplishes tasks as specified in the job duties of the assignment.	<input type="checkbox"/>	<input type="checkbox"/>
4.	Maintains working relationships with all constituencies	<input type="checkbox"/>	<input type="checkbox"/>
5.	Continually works to improve professional effectiveness	<input type="checkbox"/>	<input type="checkbox"/>
6.	Actively contributes to the college community and shares in faculty responsibility	<input type="checkbox"/>	<input type="checkbox"/>
7.	Effectively and appropriately responds to challenges requiring immediate attention	<input type="checkbox"/>	<input type="checkbox"/>
8.	Acts decisively and takes responsibility for outcomes	<input type="checkbox"/>	<input type="checkbox"/>
9.	Achieves measurable program success	<input type="checkbox"/>	<input type="checkbox"/>
10.	Provides leadership and organizational support for faculty, staff, and students in the program	<input type="checkbox"/>	<input type="checkbox"/>
11.	Reviews the curriculum and plans a balanced program to meet current and future needs	<input type="checkbox"/>	<input type="checkbox"/>
12.	Uses good judgment	<input type="checkbox"/>	<input type="checkbox"/>

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