# APPENDIX J1 ADMINISTRATIVE AND PEER EVALUATION FORM FACULTY

<del>, 196</del>

#### ADMINISTRATIVE AND PEER EVALUATION FORM FOR FACULTY

Foothill-De Anza Community College District

This form may not be modified

This form uses both objective and narrative data. Please use the numerical rating system for each applicable criterion. Then, write a brief narrative for each section and, finally, a comprehensive summary statement.

#### Rating system:

- 1. Satisfactory or better
- 2. Satisfactory but needs improvement in specific area(s)
- 3. Unsatisfactory
- N/O Not observed
- N/A Not applicable

A. Professionalism

#### **SECTION I. PROFESSIONAL QUALITIES (to be answered for all faculty):**

	1.	Keeps current in discipline.	1	2	3	N/O	N/A
	2.	Demonstrates cooperation and sensitivity in working with	_			37/0	/.
		colleagues and staff.	1	2 2	3	N/O	N/A
	3.	Accepts criticism.	1	2	3	N/O	N/A
	4.	Submits required departmental reports/information,					
		including census, and/or positive attendance, and					
		grade sheets on time.	1	2	3	N/O	N/A
	5.	Maintains adequate and appropriate records.	1	2	3	N/O	N/A
	6.	Observes health and safety regulations.	1	2	3	N/O	N/A
	7.	Attends required meetings.	1				N/A
	8.	Maintains office hours and is accessible to students.	1	$\overline{2}$	3	N/O	N/A
ъ	D C						
В.	Proie	ssional Contributions					
	1.	Contributes academically to the discipline/department/district.	1	2	3	N/O	N/A
	2.	Participates in special assignments, committees, projects,	1	_	5	14/0	11/11
	۷.	SLO/SAO processes, research and development areas as needed					
		in the discipline/department/district.	1	2	3	N/O	N/A
	2		1	$\frac{2}{2}$	_		- 1/
	3.	Shares in faculty responsibilities.	1	2	3	N/O	N/A

Section I narrative comments on professional qualities, specifying, where relevant, areas of excellence and areas requiring improvement:

## **SECTION II. JOB PERFORMANCE** (to be answered in appropriate assignment area):

### A.1 Classroom Faculty

1.	Uses current materials and theories.	1	2	3	N/O	N/A
2.	Employs multiple teaching approaches when applicable.	1	2	3	N/O	N/A
3.	Uses materials pertinent to the course outline.	1	2	3	N/O	N/A
4.	Teaches at an appropriate level for the course.	1	2	3	N/O	N/A
	Communicates ideas clearly, concisely, and effectively.	1	2	3	N/O	N/A

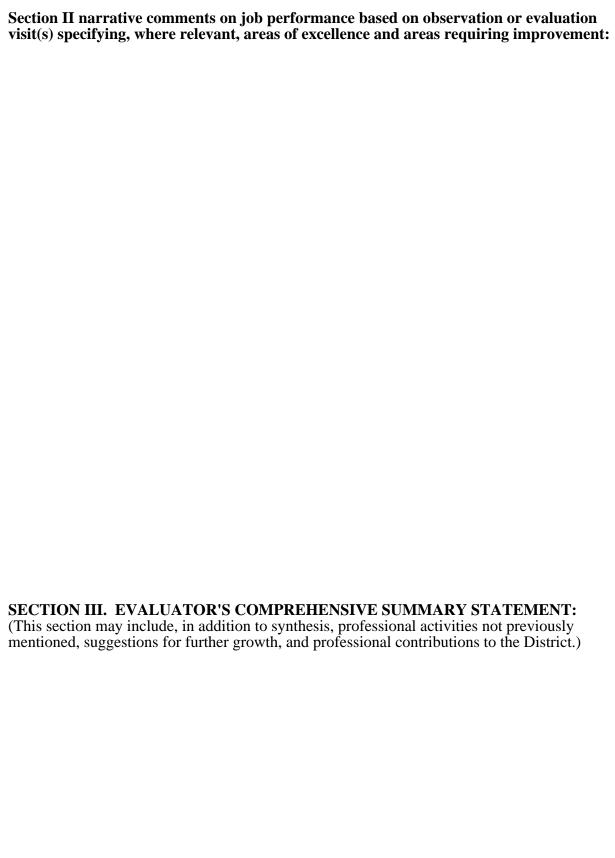
6. Paces classes according to the level and material presented.

\_\_\_\_\_196

## B. <u>Counselors</u>

1.	Is accessible to students.	1	2	3	N/O	N/A
2.	Listens well and provides opportunities for counselees to					
	express their concerns.	1	2	3	N/O	N/A
3.	Helps students define and seek solutions to problems.	1	2	3	N/O	N/A
4.	Researches questions brought by counselees, or directs					
	counselees to appropriate sources of information/assistance					
	when advisable.	1	2	3	N/O	N/A
5.	Keeps current with District classes, programs, and resources					
	for students.	1	2	3	N/O	N/A
6.	Keeps current with programs and policies of receiving					
	institutions to which students will transfer.	1	2	3	N/O	N/A
7.	Demonstrates knowledge of District policies and procedures					

<del>- , - - 196</del>



\_\_\_\_\_\_196

SECTION IV. FACULTY MEMBER'S COMMENTS: