

**APPENDIX J1
ADMINISTRATIVE AND PEER EVALUATION FORM
FACULTY**

ADMINISTRATIVE AND PEER EVALUATION FORM FOR FACULTY
 Foothill-De Anza Community College District

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

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

A. Professionalism

1. Keeps current in discipline.	1	2	3	N/O	N/A
2. Demonstrates cooperation and sensitivity in working with colleagues and staff.	1	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	2	3	N/O	N/A
8. Maintains office hours and is accessible to students.	1	2	3	N/O	N/A

B. Professional Contributions

1. Contributes academically to the discipline/department/district.	1	2	3	N/O	N/A
2. Participates in special assignments, committees, projects, SLO/SAO processes, research and development areas as needed in the discipline/department/district.	1	2	3	N/O	N/A
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
5. Communicates ideas clearly, concisely, and effectively.	1	2	3	N/O	N/A
6. Paces classes according to the level and material presented.					

B. Counselors

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	1	2	3	N/O	N/A

Section II narrative comments on job performance based on observation or evaluation visit(s) specifying, where relevant, areas of excellence and areas requiring improvement:

SECTION III. 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 IV. FACULTY MEMBER'S COMMENTS: