

# ANTELOPE VALLEY COLLEGE

## Contract Faculty Evaluation Report

<b>Contract Faculty Member being evaluated:</b>	
<b>Report Semester (check one):</b> 1 <sup>st</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/> 6 <sup>th</sup> <input type="checkbox"/> 7 <sup>th</sup> <input type="checkbox"/>	
<b>Date of report:</b>	Unsigned draft <input type="checkbox"/> or Final, signed report <input type="checkbox"/>
<b>Committee Chair:</b>	
<b>Committee Member:</b>	
<b>Committee Member:</b>	

**Classroom/worksite visits were made on** (list each date, who observed, and what class, lab, etc. was observed): \_\_\_\_\_

**Meetings/discussions with evaluatee were held on** (list each date and who met): \_\_\_\_\_

For specific observable behaviors and materials to consider regarding the criteria in each section, see the *Supplemental Evaluation Criteria List*.

### Rating Criteria Definitions:

<b>E</b>	<b>EXCEEDS CRITERIA</b>	Rating indicates the individual exceeds standards for given criteria and consistently exhibits exceptional ability that is noteworthy.
<b>M</b>	<b>MEETS CRITERIA</b>	Rating indicates the individual meets standards for given criteria and is consistently effective and productive.
<b>NI</b>	<b>NEEDS IMPROVEMENT</b>	Rating indicates the individual partially meets standards for given criteria, though areas of weakness/ineffectiveness were observed. With increased attention to area, it is expected individual will meet criteria.
<b>U</b>	<b>UNSATISFACTORY</b>	Rating indicates individual failed to meet standards for given criteria. (An unsatisfactory rating indicates considerable lack of effectiveness, a problem that could result in a recommendation to not rehire.)

A faculty member must receive a rating of “Meets Criteria” or “Exceeds Criteria” **in the “Summary” of each of sections I through IV** in order to receive a rating of “Meets Criteria” or “Exceeds Criteria” for the **overall evaluation (section V)**.

**I. Effective Job Performance in Classroom Teaching, Counseling, Librarianship, or Other Specialized Job Duties, including but not limited to:**

Criteria	E	M	NI	U
A. Currency and depth of knowledge in teaching field or job duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Use of teaching methods and materials challenging to the students and appropriate to the subject matter or service area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Careful attention to effective organization and communication skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Consistent responsibility in fulfilling college requirements and adherence to district policies and procedures (such as Title V, fulfillment of flex contract, turning in reports such as census sheets and grades on time) or other specific requirements of the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assessment of written materials. For example, for classroom faculty, provide an overall assessment of course syllabi, graded exams or papers, worksheets, handouts, etc.; for counselors, provide an overall assessment of Education Plans, etc.; for librarians and specialists, provide an overall assessment of workshop materials. *Written comments are required.*

Written assessment of work performed under reassigned time, *if applicable*. Provide an overall assessment of work for which the faculty member is receiving reassigned time as part of his/her primary job duties. *Written comments are required.*

Description of areas of excellence in job performance:

Description of areas needing improvement in job performance. Be specific. Recommendations for remedies must be included. *Written comments are required for any NI checked in the criteria for section I.*

Description of unsatisfactory areas in job performance. *Written comments are required for any U checked in the criteria for section I.* Plan(s) for Removal of Unsatisfactory Rating must be attached. Are any plans attached? Yes  No

SUMMARY ASSESSMENT, SECTION I (EXCELLENT JOB PERFORMANCE)	E	M	NI	U
Performs at an overall level assessed as:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**II. Effective Student Interaction and Evaluation of Student Work by Demonstrating:**

Criteria	E	M	NI	U
A. Patience, fairness, and promptness in the evaluation and discussion of student work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Sensitivity and responsiveness to the needs of individual students and their special circumstances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Sensitivity to diversity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Availability to students during scheduled office hours/scheduled appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Written assessment of student evaluations: Provide an overall assessment and interpretation of the student evaluations. *Written comments are required.***

**Description of areas of excellence regarding student interaction and evaluation of student work:**

**Description of areas needing improvement regarding student interaction and evaluation of student work. Be specific. Recommendations for remedies must be included. *Written comments are required for any NI checked in the criteria for section II.***

**Description of unsatisfactory areas regarding student interaction and evaluation of student work. *Written comments are required for any U checked in the criteria for section II.* Plan(s) for Removal of Unsatisfactory Rating must be attached. Are any plans attached? Yes  No**

SUMMARY ASSESSMENT, SECTION II (STUDENT INTERACTION)	E	M	NI	U
Performs at an overall level assessed as:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**III. Fulfillment of Responsibilities to Colleagues, Discipline/Department, Division, and College and Respect for Colleagues and the Teaching Profession by:**

Criteria	E	M	NI	U
A. Acknowledging and defending free inquiry in the exchange of criticism and ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Striving to be objective in their professional judgment of colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Demonstrating tolerance for diverse perspective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Working in the spirit of cooperation to develop and maintain a collegial atmosphere among faculty and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Participating in and fulfilling governance/service responsibilities such as attending division meetings, curriculum revision, and committee work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Written assessment of peer input: Provide an overall assessment and interpretation of peer input. Include classified input *only if applicable*. *Written comments on peer input are required.*

Description of areas of excellence regarding fulfillment of responsibilities to colleagues, discipline/department, division, and college and respect for colleagues and the teaching profession:

Description of areas needing improvement regarding fulfillment of responsibilities to colleagues, discipline/department, division, and college and respect for colleagues and the teaching profession. Be specific. Recommendations for remedies must be included. *Written comments are required for any NI checked in the criteria for section III.*

Description of unsatisfactory areas regarding fulfillment of responsibilities to colleagues, discipline/department, division, and college and respect for colleagues and the teaching profession. *Written comments are required for any U checked in the criteria for section III.* Plan(s) for Removal of Unsatisfactory Rating must be attached. Are any plans attached? Yes  No

SUMMARY ASSESSMENT, SECTION III (RESPONSIBILITIES TO COLLEAGUES, DISCIPLINE/DEPARTMENT, DIVISION, AND COLLEGE)	E	M	NI	U
Performs at an overall level assessed as:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IV. Continued Professional Growth Demonstrated by:**

Criteria	E	M	NI	U
A. Participation in professional activities such as coursework, attendance at workshops, seminars, professional meetings, and development of new curricula.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Progress in areas identified as “needs improvement” or “unsatisfactory” in previous evaluations (leave rating blank if not applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Other appropriate activities (leave rating blank if not applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Description of areas of excellence regarding continued professional growth:

Description of areas needing improvement regarding continued professional growth. Be specific. Recommendations for remedies must be included. *Written comments are required for any NI checked in the criteria for section IV.*

Description on areas that are unsatisfactory regarding continued professional growth. *Written comments are required for any U checked in the criteria for section IV.* Plan(s) for Removal of Unsatisfactory Rating must be attached. Are any plans attached? Yes  No

SUMMARY ASSESSMENT, SECTION IV (PROFESSIONAL GROWTH)	E	M	NI	U
Performs at an overall level assessed as:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Progress on areas identified as needing improvement from previous report(s) or summary memos, *if applicable:*

Progress on plans for removal of unsatisfactory rating from previous report(s) or summary memos, *if applicable:*

Recommendation (check only one):

- Rehire for year 2
- Rehire for years 3 and 4
- Grant early tenure (year 2 only)
- No recommendation (year 3 only)
- Grant tenure (year 4 only)
- Do not rehire (years 1, 2, or 4)

Number of votes: \_\_\_\_\_ in agreement with recommendation  
                          \_\_\_\_\_ not in agreement with recommendation

If vote is not unanimous, a minority report may be entered below:

If early tenure is being recommended (2<sup>nd</sup> year only), written narrative must be provided with reference to the early tenure criteria, and documentation must be attached.

If the recommendation is not to grant tenure in year 4, reason(s) must be stated below:

**SIGNATURES:**

\_\_\_\_\_  
Evaluatee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee member

\_\_\_\_\_  
Date

The above signed individuals have read and discussed this evaluation. Evaluatee's signature acknowledges receipt of a copy of the evaluation and does not necessarily signify agreement. The evaluatee may append comments to this report within 5 working days.