

**APPENDIX J1.C**  
**ADMINISTRATIVE AND PEER EVALUATION FORM**  
**FACULTY - Mixed Modality (Synch/Asynch) Instruction**  
**(Article 6 and 6A - Evaluation)**  
Foothill-De Anza Community College District

FACULTY NAME: \_\_\_\_\_ QUARTER: \_\_\_\_\_

DEPARTMENT/PROG: \_\_\_\_\_ ACADEMIC YR: \_\_\_\_\_

CAMPUS LOCATION:  Foothill  De Anza  Center (specify) \_\_\_\_\_

FACULTY STATUS: (check one)  Full-time  Part-time

If full-time, (check one)  Tenured    Contract (grant-funded/temporary replacement)  
 Probationary Phase I  Probationary Phase II  Probationary Phase III

If part-time, number of service credits in Division (per Article 7.9) \_\_\_\_\_

DUTIES:  Instructor  Counselor  Librarian  Other (specify) \_\_\_\_\_

COURSE/ACTIVITY: \_\_\_\_\_ LENGTH OF VISIT: \_\_\_\_\_  
*(Normally 50 min each modality)*

EVALUATION DATE: \_\_\_\_\_ EVALUATOR'S NAME: \_\_\_\_\_  
*(please print)*

Pre-eval meeting date (required) \_\_\_\_\_ Post-eval meeting date (required) \_\_\_\_\_

EVALUATION TYPE:  Administrative  Probationary (Tenure Committee)  Peer

Date: \_\_\_\_\_  
Signature of Evaluator \_\_\_\_\_ CWID \_\_\_\_\_

Date: \_\_\_\_\_  
Signature of Division Dean \_\_\_\_\_

Date: \_\_\_\_\_  
Signature of Vice President for Instruction or  
Signature of Vice President for Student Services \_\_\_\_\_

I am aware of my rights as provided in the appropriate article of the District Agreement, Article 6 or Article 6A. I have read this report, am aware of the opportunity to add my own comments, and recognize that I have the right to discuss it with the President if I so desire.

\_\_\_\_\_  
Date Signature of Faculty Member CWID

*The purposes of evaluation are contained in Articles 6 and 6A of the Agreement.*

For Office Use Only:  
Copy - Instructor \_\_\_\_\_ Update Banner \_\_\_\_\_ PAY? YES or NO DEAN AUTH. \_\_\_\_\_  
Copy - Division \_\_\_\_\_ To Payroll \_\_\_\_\_ FOAP \_\_\_\_\_ INDEX CODE \_\_\_\_\_

DRAFT

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

*This form may not be modified unless agreed upon by the Board and the Faculty Association.*

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

Rating system:

EX = Exceeds Expectations	UN = Unsatisfactory
MT = Meets Expectations	NA = Not Applicable
ND = Needs Development	NO = Not Observed

For advancement through the tenure process, earning of Professional Achievement Awards (PAA), or attainment of Reemployment Preference (REP) for part-time faculty, MT is the standard for each criteria. EX is available as a rating to recognize areas of uncommon excellence; an EX rating is not required for tenure, PAA, or REP.

A rating of ND or UN does not prevent one from advancing through the tenure process, earning a PAA, or attaining REP. It is the entirety of the evaluation that is considered in these decisions, and faculty are given an opportunity to demonstrate improvement in cases of ND or UN ratings.

**SECTION I.**

<b>Classroom and Online Instruction (unless otherwise noted, consider both modalities when rating)</b>	<b>EX</b>	<b>MT</b>	<b>ND</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
1. Demonstrates discipline expertise.						
2. Uses current materials and theories.						
3. Provides students with a clearly written explanation of the course expectations, <u>schedule</u> , requirements, assignments, and evaluation process.						
4. Uses synchronous class time in an effective manner.						
5. Teaches at a level that supports the achievement of the learning outcomes stated in the Course Outline of Record.						
6. Communicates ideas clearly and effectively.						
7. Provides clear and ongoing communication about course content and expectations.						
8. Provides regular and substantive interaction for teacher-teacher and student-student interactions for the online portion of the course.						
9. Facilitates discussion, explanation, and exploration of course content.						
<u>10. Synchronous and asynchronous content are integrated; instruction/learning in one modality supports instruction/learning in other modality.</u>						
Narrative Comments						
No word limit on any narrative section						
<b>Approaches to Student Learning (unless otherwise noted, consider both modalities when rating)</b>	<b>EX</b>	<b>MT</b>	<b>ND</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
<u>10-11.</u> Stimulates student interest in the material presented.						

<del>11-12.</del> Develops assignments/assessments consistent with course objectives stated in the Course Outline of Record.						
<del>12-13.</del> Provides students the opportunity to engage with the material in a variety of ways						
<del>13-14.</del> Provides <del>welcoming-inclusive</del> classroom environment that is conducive to diverse learners						
<del>14-15.</del> Maintains purposeful and ongoing student engagement with course content using academically related activities.						
<del>15-16.</del> Appropriately paces and/or scaffolds student learning activities						
<del>17.</del> Provides ADA-compliant course materials.						
<del>16-18.</del> Provides accessible materials where appropriateEnsures course content is presented in a manner accessible to diverse learners.						
Narrative Comments						
<b>Relationship with students and colleagues</b>	<b>EX</b>	<b>MT</b>	<b>ND</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
<del>17-19.</del> Demonstrates sensitivity and respect when working with students, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses						
<del>18-20.</del> Demonstrates sensitivity and respect when working with colleagues, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses						
<del>19-21.</del> <del>Is open</del> Demonstrates openness to constructive feedback.						
Narrative Comments						
No word limit on any narrative section						
<b>Other job requirements (to be completed by Dean or appropriate supervisor)</b>	<b>EX</b>	<b>MT</b>	<b>ND</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
<del>20-22.</del> Maintains adequate records						
<del>21-23.</del> Submits required departmental documentation on time including census, positive attendance, grades, syllabi, textbook adoption						
<del>22-24.</del> Maintains scheduled office hours.						
<del>23-25.</del> Demonstrates sensitivity and respect when working with colleagues, including but not limited to those with diverse backgrounds, orientations, abilities, religious creeds, and socioeconomic statuses (same as 18 but ranked by dean)						
<del>24-26.</del> Works with students and student support services to provide reasonable accommodations						
<del>25-27.</del> Follows health and safety regulations when applicable						
<del>26-28.</del> Attends required meetings						
<del>27-29.</del> Responds to <del>student, department/division, or college/District</del> communication in a timely manner, generally considered within 2 school days						
<del>28-30.</del> Maintains professional certifications as required						
<b>Tenured and Tenure-Track Faculty After Phase I Only</b>						
<del>29-31.</del> Participates in curriculum updates as required by Title 5						
Narrative Comments						

<i>No word limit on any narrative section</i>						
<b>Professional Responsibility</b>	<b>EX</b>	<b>MT</b>	<b>ND</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
<del>30-32.</del> Keeps current in instructional practices, <u>including those associated with online learning.</u>						
<del>31-33.</del> Participates in the SLO/SAO process, including providing students access to SLOs and assessing and documenting evidence, as needed by the department (for Part-time Faculty, see Article 7.25)						
<del>32-34.</del> <b>Tenured and Tenure-Track Faculty After Phase I Only –</b> <u>Serves the department, discipline, or college/district community through membership on committees, participation in special assignments, program review, or other projects/research. Serves on committees or participates in special assignments, research, program review or other projects that serve the department, discipline or college/district community</u>						
Narrative Comments						
<i>No word limit on any narrative section</i>						

**SECTION II. 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 III. FACULTY MEMBER'S COMMENTS:**