

Academic Year:

Semester:

☐ Fall

☐ Spring

Final Report: Regular Faculty Evaluation

See Instructions to Evaluation Team at the bottom of this form.

Evaluee (Print) _____

Department: _____

Type of Evaluation (check one below):

- ☐ Regular Faculty Continuing Evaluation
☐ Follow-up Evaluation
☐ Out-of-cycle Evaluation

Observation Reports (check all that apply):

- ☐ Department/Non-Department Peer (required)
☐ Department Chair (optional)
☐ Supervising Administrator (optional)

Minority Report(s)? ☐ YES ☐ NO

- 1. Student Related Duties:** A synthesis of the conclusions of all team members. If there is no consensus, the majority opinion prevails. If there is no majority, then each observer will submit a *Minority Report* and the appropriate Vice President will determine the final rating.

___ Satisfactory. Meets or exceeds expectations of all required job duties in this category.

___ Satisfactory, with minor improvement needed. Meets expectations for all required job duties in this category with minor exceptions. **A follow up evaluation is not required.** However, a brief narrative will specify how improvement will be demonstrated.

___ areas(s) needing improvement must be identified. A follow-up evaluation is required.

___ Needs Improvement. Fails to meet expectations in one or more job duties in this category. Specific

- 2. District and Departmental Service.** The department chair and supervising administrator confer and assign this rating. If they disagree, the team will decide the rating by consensus or by vote, if necessary. Required department service includes:

- Attends regularly scheduled department meetings.
- Serves on evaluation and tenure review teams as required by the Contract and department procedures.
- Serves on hiring committees as required by the District Hiring Policy and department procedures as appropriate to individual areas of academic expertise.
- Serves as requested, or according to department procedures, on officially designated faculty departmental committees.
- Serves on program advisory committees as required by the department.
- Follows departmental requirements for new faculty orientation/assignment preparation day (furloughed in 2010-11).

___ Satisfactory. Meets or exceeds expectations for all required job duties in this category.

___ Satisfactory, with minor improvement needed. Meets expectations for all required job duties in this category with minor exceptions. **A follow up evaluation is not required.** However, a brief narrative will specify how improvement will be demonstrated.

___ Needs Improvement. Fails to meet expectations in one or more job duties in this category. Specific areas(s) needing improvement must be identified. A follow-up evaluation is required.

- 3. Professional Development.** The department chair and supervising administrator confer and assign this rating.

___ Satisfactory. Meets or exceeds expectations for all required job duties in this category.

___ Satisfactory, with minor improvement needed. Meets expectations for all required job duties in this category with minor exceptions. **A follow up evaluation is not required.** However, a brief narrative will specify how improvement will be demonstrated.

___ Needs Improvement. Fails to meet expectations in one or more job duties in this category. Specific areas(s) needing improvement must be identified. A follow-up evaluation is required.

4. Other Required Duties (Article 17)

- Maintains regularly scheduled office sessions. Online instructors may schedule these using communication technologies for their online sections.
- Uses and maintains a District email account in order to receive official communication from the District about terms and conditions of employment.
- Notifies the appropriate supervising administrator of absences.
- Submits census rosters, grades, Flex documentation, and any assigned evaluations according to contractual or District published deadlines.
- Adheres to District policies and procedures, the California State Education Code, and state and federal laws with special regard to education matters.

Rating of Other Required Duties. The department chair and supervising administrator will confer and assign this rating. If they disagree, the team will decide the rating by consensus or by vote, if necessary.

___ Satisfactory. Meets or exceeds expectations for all required job duties in this category.

___ Satisfactory, with minor improvement needed. Meets expectations for all required job duties in this category with minor exceptions. **A follow up evaluation is not required.** However, a brief narrative will specify how improvement will be demonstrated.

___ Needs Improvement. Fails to meet expectations in one or more job duties in this category. Specific areas(s) needing improvement must be identified. A follow-up evaluation is required.

5. Narrative Report.

A. For "Needs Improvement" ratings:

- If a "Needs Improvement" rating is considered in the student related duties category, the team will confer, reach conclusions about recommended follow-up, and identify one member to write the narrative for the *Final Report*.
- The narrative will identify specific objectives with required activities/items for improvement. For example, activities to improve student contact may include, but are not limited to: Instructional Skills Workshop, classroom assessment techniques training, peer consultation, course work, technology training, or in-service training.
- The narrative will also specify timelines for assessing improvement and will include a semester or term for conducting a follow-up evaluation. If no semester or term is stated, the follow-up evaluation will occur the following semester.

B. For "Satisfactory with minor improvement needed" ratings:

If a "satisfactory with minor improvement needed" rating is given in any category, a brief narrative will be written that states the minor improvement needed and how that improvement will be demonstrated. Improvement is expected to occur the following semester unless another time frame is specified. A follow-up evaluation is not required.

Signatures. In signing below, each team member acknowledges that s/he participated on the evaluation team. If a team member does not support a rating in any category, s/he may choose to write a minority report.

| | |
|--------------------------------------|-------|
| Peer Observer Signature: | Date: |
| Print or Type Name: | |
| Department Chair Signature: | Date: |
| Print or Type Name: | |
| Supervising Administrator Signature: | Date: |
| Print or Type Name: | |

Evaluee Signature: In signing this report as the Evaluee, you are only acknowledging having seen and discussed the report with one or more members of your evaluation team. Your signature below does not necessarily indicate agreement with any specific conclusions of this report. You may submit a written response to this report to the supervising administrator within ten (10) working days from the date of your signature below. A copy of your response will be included in your personnel file (California Education Code Section 87031).

| | |
|--------------------|-------|
| Evaluee Signature: | Date: |
| Print Name: | |

Instructions to Evaluation Team

1. The Department Chair maintains the documents for the evaluation file.
2. If the Evaluee declines to sign any required document, note that and continue the process.
3. This form may be prepared electronically and shared among the evaluation team members by email.
4. In most cases, the department chair (DC) will hold the final conference with evaluee, will print the *Final Report*, and gather the chair & peer signatures. If the supervising administrator (SA) is to hold the final conference (in the event of a "needs improvement" rating in any category), the DC will sign the *Final Report* and obtain the peer evaluator's signature before forwarding the evaluation file to the SA.

Week 13: No later than the end of week 13 of the evaluation semester:

- All members of the team confer about the rating for "student-related duties."
- The DC and SA confer and assign a rating for the "other required duties" category.
- In the event that the team cannot agree on a rating in a particular category, the majority opinion prevails. If all members of the team disagree on a rating, each will submit a *Minority Report*, and the appropriate vice-president will determine the final rating. Any team member may prepare a minority report, using the approved *Minority Report* form, and submit it to the supervising administrator on the team to be included in the evaluation file.
- The DC completes the *Final Report*, designating a rating for each category and circulates it for signature by the chair & peer. (See exception above at Item 4.)
- If a "needs improvement" rating is considered in the student-related category, all three members of the team will confer, reach conclusions about recommendations and follow up, and identify one member to write the narrative for the *Final Report*.
- A narrative is required when a "needs improvement" rating is given in any category. A brief narrative is required to describe follow-up for a "satisfactory, with minor improvement needed" rating.
- If there is no agreement on any of the final ratings, one or more members may write a *Minority Report*.

Week 14: By the end of week 14 if any team member writes a *Minority Report*, it is due no later than five (5) working days after ratings have been determined on the *Final Report*.

Week 16: Mandatory Deadline for final conference with evaluee. The evaluee will sign each *Observation Report*, the *Final Report* and any *Minority Reports*. The evaluee has 10 working days to respond in writing to any of the documents, and the evaluee's response will be included in the evaluation file