

BASIC AND COMPREHENSIVE EVALUATION SUMMARY FORM FOR ALL FACULTY

Name of Faculty Member:	Employee #:
Discipline:	Department: College:
Evaluation Type: <input type="checkbox"/> -Basic <input type="checkbox"/> -Comprehensive	
Status: <input type="checkbox"/> Full time regular faculty <input type="checkbox"/> Tenure track contract faculty (Select: <input type="checkbox"/> -B-1 <input type="checkbox"/> -B-2 <input type="checkbox"/> -B-3 (year: <input type="checkbox"/> 3 or <input type="checkbox"/> 4) <input type="checkbox"/> Limited (including PACE) or long-term substitute <input type="checkbox"/> Adjunct faculty	
This evaluation applies to, check all that apply: <input type="checkbox"/> - Face to Face Class <input type="checkbox"/> - Online <input type="checkbox"/> - Hybrid <input type="checkbox"/> - Combination(s)	
* The "unsatisfactory" indicator may only be used when based upon a previous "needs to improve" indicator and its related written improvement plan.	

A. Professional Qualities

Professionalism	Meets/Exceeds Expectations	Needs to Improve
1. Keeps current in discipline.	<input type="checkbox"/>	<input type="checkbox"/>
2. Interacts or communicates with peers.	<input type="checkbox"/>	<input type="checkbox"/>
3. Accepts constructive criticism well.	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintains adequate and appropriate records.	<input type="checkbox"/>	<input type="checkbox"/>
5. Submits grades and/or other required information on time.	<input type="checkbox"/>	<input type="checkbox"/>
6. Attends required meetings.	<input type="checkbox"/>	<input type="checkbox"/>
7. Is regularly available to students.	<input type="checkbox"/>	<input type="checkbox"/>
8. Fulfills professional development responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>

SOURCES: (state sources of data)

Professional Contributions	Meets/Exceeds Expectations	Needs to Improve
9. (For all Faculty): Participates in the Student Learning Outcomes Assessment Cycle (for classroom faculty, includes approved SLO's on class syllabi.)	<input type="checkbox"/>	<input type="checkbox"/>
10. (For Full-Time Faculty Only): Makes appropriate contribution to the college by serving effectively on committee, projects, special assignments, etc.	<input type="checkbox"/>	<input type="checkbox"/>
11. (For Full-Time Faculty Only): Makes appropriate contributions to the discipline/department and assumes an appropriate share of faculty responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
12. (For all Faculty): Develops and disseminates course syllabi consistent with appropriate Board Rules.	<input type="checkbox"/>	<input type="checkbox"/>

SOURCES: (state sources of data)

B. Attach appropriate form for Section B. Complete Sections C and D.

C. **Overall Evaluation** ☐ -Meets/Exceeds Expectations ☐ -Needs to Improve ☐ -Unsatisfactory

D. **Comments, Recommendations, and Improvement plans where applicable:**

Insert in box or attach a separate piece of paper:

E. **Faculty Professional Growth Goals/Plan for next evaluation period:** (Evaluee Generated)

Insert goals and or plans in box or attach a separate piece of paper:

(Select signature section below based on the type of evaluation completed)

Comprehensive Evaluation ☐ -Tenure Review ☐ -Peer Review Committee Signatures
Required as per Article 19 and 42

Print Name (Chair) Signature _____ Date _____

Print Name (Dept. Rep) Signature _____ Date _____

Print Name (Selected Rep) Signature _____ Date _____

Print Name (Admin Rep) Signature _____ Date _____

Print Name (Senate Rep) Signature _____ Date _____

(Tenure Review Committee Only)

Basic Evaluation for full-time or adjunct faculty— Evaluator Signature (Department Chair or Designee)
Required

Print Name: Signature _____ Date _____

Evaluee Signature Required for Basic and Comprehensive Evaluations

I have received a copy of this evaluation but my signature does not necessarily indicate my agreement. I understand that any written statement I forward to the Division of Human Resources regarding this evaluation will be attached to the copy, which is filed there.

Print Name: Signature _____ Date _____

If your Basic Evaluation is "less than satisfactory" you may be entitled to request a comprehensive evaluation as per Article 19.

Accepted by Appropriate Vice President or designee

Print Name: Signature _____ Date _____

Name of Faculty Member: _____

B. Knowledge, Skill and Ability as a Classroom Instructor	Meets / Exceeds Expectations	Needs Improvement
1. Establishes a student-instructor relationship conducive to learning	<input type="checkbox"/>	<input type="checkbox"/>
2. Communicates ideas clearly and effectively	<input type="checkbox"/>	<input type="checkbox"/>
3. Stimulates students' interest and desire to learn	<input type="checkbox"/>	<input type="checkbox"/>
4. Promotes active involvement of students in learning activities	<input type="checkbox"/>	<input type="checkbox"/>
5. Assesses students progress regularly	<input type="checkbox"/>	<input type="checkbox"/>
6. Uses class time efficiently	<input type="checkbox"/>	<input type="checkbox"/>
7. Demonstrates sensitivity in working with students with diverse backgrounds and needs	<input type="checkbox"/>	<input type="checkbox"/>
8. Meets classes at appointed hour for scheduled duration	<input type="checkbox"/>	<input type="checkbox"/>
9. Ensures that course content is current and appropriate	<input type="checkbox"/>	<input type="checkbox"/>
10. Teaches course content that is appropriate to the official course outline of record congruent with standards set by the discipline	<input type="checkbox"/>	<input type="checkbox"/>
11. Uses materials that are accurate and that are pertinent to the subject matter and course outline	<input type="checkbox"/>	<input type="checkbox"/>
12. Maintains an appropriate pace during each class session and over the duration of the academic term	<input type="checkbox"/>	<input type="checkbox"/>
13. Has appropriate command of the subject matter to be able to respond to student needs	<input type="checkbox"/>	<input type="checkbox"/>
14. Evaluates student achievement according to stated course grading criteria	<input type="checkbox"/>	<input type="checkbox"/>
15. Provides a positive learning environment for all student populations	<input type="checkbox"/>	<input type="checkbox"/>
16. Initiates regular, systematic and substantive student contact.	<input type="checkbox"/>	<input type="checkbox"/>

Sources: (state sources of data). Narrative assessment: (insert comments here or attach separate sheet).