

Part-time Faculty Evaluation

Part 2: Classroom Observation

I. Evaluation Information	
Evaluatee	Date
Class Session Observed	Time
Evaluator	OVERALL SCORE

II. Peer and/or Dean Review			
<p>Comments recorded on this form will reflect observation of a class session as noted above. Each evaluation will include either one peer observation or one dean’s observation, or both. <i>**use a separate classroom observation form for the additional peer and/or dean's review.</i></p> <p>Ratings: Needs improvement or does not meet in 2 or more areas will result in an overall evaluation rating of Needs Improvement or Does Not Meet.</p> <p>Check the box that best reflects your observation for each of the 4 sections.</p>			
A. Syllabus	Meets or Exceeds	Needs Improvement	Does Not Meet
<ul style="list-style-type: none"> • Course description, objectives, and essential course elements are consistent with Course Outline of Record (COR) and Catalog • Includes student learning outcomes aligned with COR • Grading policy is clear and compliant with district and state regulations. • Includes required textbooks, instructional materials, equipment, and supplies. • Includes clearly stated health and safety requirements, if appropriate. • Attendance policy and standards for participation are clear and compliant with district and state policy and regulations. • Statement on accommodations and resources for students with disabilities is accurate and compliant with district, state, and federal standards. • Statement on academic honesty and related grading policies are compliant with district policy and state law. • Standards of student conduct are clearly stated and compliant with district and state policies and regulations. 			

B. Preparation	Meets or Exceeds	Needs Improvement	Does Not Meet
Observations and comments regarding the instructor's preparation for class.			
C. Knowledge	Meets or Exceeds	Needs Improvement	Does Not Meet
Observations and comments regarding the instructor's knowledge of the subject material or indicate NA if you are unfamiliar with the subject material.			
D. Learning Environment	Meets or Exceeds	Needs Improvement	Does Not Meet
Observations and comments regarding the establishment of a positive learning environment.			
E. Class Participation/Interaction	Meets or Exceeds	Needs Improvement	Does Not Meet
Observations and comments regarding the level of class participation/involvement on the part of students and the interaction between instructor and student.			
F. Diversity and Equity	Meets or Exceeds	Needs Improvement	Does Not Meet
<p>Observations and comments regarding competency or developing competency in Diversity, Equity, Inclusion, and Accessibility, which may be demonstrated through any combination of the following or other related evidence:</p> <ul style="list-style-type: none"> • Curriculum review related to anti-racism, social justice, decolonization, and equity • Participation in culturally responsive pedagogy workshop and equity-related workshops/institutes • Review of professional materials and best practices for equity in the relevant discipline • Improving the accessibility of course materials to be ADA compliant (online and in person) • Curriculum and/or course design • Culturally responsive pedagogy i.e. lesson plans, materials, equitable grading and assessment practices <p>If not evident in the single class observation, base narrative on the syllabus, other course material, and or/student surveys.</p>			
Observations & Comments:			

G. Distance Education (Applies to all courses that have any online component.)	Meets or Exceeds	Needs Improvement	Does Not Meet
Course site and all posted media meet federal and state accessibility standards.			
All material on the course website complies with copyright laws.			
The instructor engages in regular and substantive interaction with students.			
Evidence of interaction among students			
Modules are organized and paced appropriately for level and material presented.			
Course homepage and introductory module are organized and welcoming.			
The course is conducted according to the standards set forth in the Course Outline of Record.			
Observation and Comments:			
Record additional or summary comments or observations here			

III. Signatures	
Evaluatee	Date
Evaluator	Date

The signed, original Peer/Dean Review form is delivered to the Evaluatee's Administrative Evaluator.	Per request to the Administrative Evaluator, the Evaluatee may receive copies of the completed evaluation forms at the end of the semester.
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