

FACULTY EVALUATION PROCESS

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CONTRACT ARTICLES

- Article 14—Contract (Untenured) Faculty Evaluation
- Article 15—Regular (Tenured) Faculty Evaluation
- Article 18I—Part-Time Faculty Evaluation

[Link to Contract](#)

PURPOSE

- The evaluation process is designed to assist unit member in examining their objectives, techniques, and accomplishments and to provide a means to recognize outstanding performance, a means to identify area in which changes might be beneficial to student learning, and a two-way channel of communications about the program needs.

BASIC PROCESS

- Observation
- Student Input
- Feedback
- Prior to evaluation:
 - Collect needed information
 - Schedule of classes
 - Syllabi
 - Course outline
 - Observation form
 - Student evaluation form for on campus (online process for student surveys is slightly different)

CONFIDENTIALITY

- Maintain confidentiality in the evaluation process
 - Results are to be discussed only with evaluatee and dean/supervisor if needed
- Let students know that evaluation is routine and part of an ongoing process, and that their feedback is important and anonymous
 - Do not engage in discussion with students about the class or instructor. Do not bias the students by asking leading questions.
 - Student evaluations are summarized by the evaluator to provide feedback to instructor; student evaluation forms are provided to instructor after semester is over and grades submitted

OBSERVATION

- Use approved forms only
 - Forms are available online at the Human Resources web site (<http://www.clpccd.org/HR/HRGovForms.php>)
- Evaluate based on Standards in the contract, which are reflected on the evaluation forms
 - Face-to-face instruction ([Face-to-face Faculty observation form](#))
 - Online instruction ([Online Faculty observation form](#))
 - Counseling ([Counseling Faculty observation form](#))
 - Library ([Library Faculty observation form](#))

OBSERVATION

- There is no correct or minimum number of items that need to be marked or commented on
- Only include your direct, objective observations
- Respect the academic freedom of the instructor

STUDENT SURVEYS

- Obtain from your division office
 - Scantron forms for face-to-face courses
 - Student survey forms for counseling evaluations
- For online courses, a survey is posted in the course by the Blackboard Administrator
 - Results are available in Class-Web for evaluator
- A summary of student feedback from surveys is an important part of evaluation process

FEEDBACK

- Following the class visit, develop a report based on the class observation, including a summary of student surveys
- Arrange a time to meet with evaluatee to provide feedback. Time lines are outlined in contract
 - Part-time — 15 working days after classroom visit (Article 18I.1.f)
 - Evaluator should notify appropriate Administrator of the results prior to contacting the evaluatee
 - Tenured — 20 working days after classroom visit (Article 15F.2.e)
 - Untenured — 15 working days after classroom visit (Article 14F.2.f)
- Satisfactory, Needs Improvement, Unsatisfactory

ONLINE EVALUATION—WHAT'S DIFFERENT

- Evaluator arranges a pre-meeting with evaluatee to review course structure
- Evaluator contacts the Blackboard Administrator to be added as a Student in the course and to arrange for the online Student Evaluation survey to be posted
- Evaluatee unblocks evaluator as Student for 24 hour window
 - Evaluatee needs to remember to block evaluator at end of evaluation window
- Results of the online Student Evaluation survey are available to evaluator via Class-Web

TIMING

- Mid-semester is optimal
 - Provides time for instructor and students to have established rapport and understanding of class structure
 - Provides opportunity for feedback to be useful immediately
 - Provides time for follow up, if needed

QUESTIONS?

- Contact the following FA Officers if you have question about the evaluation process or procedures:
 - Heike Gecox—Las Positas Grievance Officer
 - LaVaughn Hart—Las Positas Vice President
 - Dave Fouquet—Chabot Vice President
 - Jeff Drouin—Chabot Grievance Office
 - Charlotte Lofft—President