

**APPENDIX D FORM A2**

**ADMINISTRATOR AND PEER EVALUATION FORM FOR  
CONTRACT TENURED FACULTY**

*(The purposes of evaluation are described in Article 12 of the VCCCD Agreement.)*

DATE OF VISIT: \_\_\_\_\_ ARRIVAL TIME: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_

NAME OF EVALUATEE: \_\_\_\_\_

POSITION OF EVALUATEE: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Type of Evaluator: Dean

**Faculty Function(s) Being Evaluated: (check all that apply)**

Instructor Course Name: \_\_\_\_\_  
Number of Students Attending: \_\_\_\_\_

Counselor

Librarian

Other (specify): \_\_\_\_\_

Location: Oxnard  
Other (specify): \_\_\_\_\_

Do not sign this form until you have completed the evaluation meeting.

*I am aware of my rights as provided in Article 12 of the VCCCD Agreement. 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 college president if I so desire.*

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

**ADMINISTRATOR AND PEER EVALUATION FORM FOR CONTRACT TENURED FACULTY**

**The Purpose of Evaluation is:**

“...to provide a genuinely useful and substantive assessment of faculty performance, to recognize and acknowledge good performance, to enhance performance, and to help employees further their own growth. The evaluation process should be implemented in a positive, supportive manner, that encourages self-improvement and excellence in the faculty member’s areas, promotes professionalism, and enhances performance.” *(From Section 12.1 of the Agreement between the VCCCD and AFT Local 1828.)*

(Do not proceed without reading instructions.)

**Instructions**

- Rate only those areas where you possess first-hand knowledge based on direct observation of evaluatee’s performance and/or other substantiated sources.
- You may use the rating system below for each applicable criterion.
- Provide a detailed response where applicable.
- You may use the electronic version of this form (comment boxes are expandable) or hard copy to be completed manually. If needed, attaché extra sheets of paper to accommodate detailed responses, cite the section, and item being addressed.

<b><u>RATING SYSTEM</u></b>	
<b>E</b>	<b>Excellent</b>
<b>S</b>	<b>Satisfactory</b>
<b>N</b>	<b>Needs to improve</b>
<b>U</b>	<b>Unsatisfactory</b>
<b>N/O</b>	<b>Not observed</b>
<b>N/A</b>	<b>Not applicable</b>

**SECTION I. Professional Qualities *(to be answered for all faculty)***

Using the scale above, please rate the evaluatee based on applicable criteria:

**A. Professionalism**

1. Demonstrates cooperation and sensitivity in working with colleagues, staff, and students.  
Click to select rating
2. Submits required departmental reports and other necessary paperwork, including census, and/or positive attendance, and grades on time.  
Click to select rating
3. Maintains adequate and appropriate records.  
Click to select rating
4. Observes health and safety regulations.  
Click to select rating

5. Maintains office hours and is accessible to students.  
Click to select rating
6. Demonstrates continuing professional development in subject areas of assignment.  
Click to select rating
7. Demonstrates progress toward self-determined individual and developmental goals.  
Click to select rating

**B. Area and Departmental Responsibilities**

1. Please evaluate only the areas in which the faculty member has chosen or was required to participate during the current evaluation period.
  - Orders textbooks, instructional materials, and equipment in a timely manner.  
Click to select rating
  - Participates in screening/hiring committees.  
Click to select rating
  - Provides information for the development of departmental budgets.  
Click to select rating
  - Exercises good judgment in the use of facilities, equipment, and supplies.  
Click to select rating
  - Participates in overall departmental program development, maintenance, evaluation, updating of course outlines, and/or expansion of programs.  
Click to select rating
2. Meets flex requirements.  
Click to select rating
3. Maintains work schedule and keeps appointments.  
Click to select rating
4. Makes a positive contribution to the department.  
Click to select rating

**C. College-wide and Instruction-Related Student-Support Activities**

1. Please evaluate only the faculty member's participation in the activities (s)he has chosen during the current evaluation period. (Only evaluate areas about which you have direct personal knowledge.)

- |  |                        |
|--|------------------------|
| <input type="checkbox"/> sponsors and provides support for student activities          | Click to select rating |
| <input type="checkbox"/> participates in college and/or district budget development    | Click to select rating |
| <input type="checkbox"/> participates in college and/or district committees            | Click to select rating |
| <input type="checkbox"/> contributes to curriculum development                         | Click to select rating |
| <input type="checkbox"/> participates in articulation and matriculation                | Click to select rating |
| <input type="checkbox"/> writes grant proposals and/or research projects               | Click to select rating |
| <input type="checkbox"/> participates in recruitment and high school relations         | Click to select rating |
| <input type="checkbox"/> conducts registration advisement                              | Click to select rating |
| <input type="checkbox"/> is active in faculty governance, representation, and advocacy | Click to select rating |
| <input type="checkbox"/> participates in community outreach and interface              | Click to select rating |
| <input type="checkbox"/> other   | Click to select rating |

2. The faculty member demonstrates a pattern of service with college communities, projects, and/or student organizations.  
Click to select rating

3. The faculty member has fulfilled commitments with respect to any committees, projects, or activities (s)he has chosen during the current evaluation period.  
Click to select rating

Comments: (Commendations, recognition, strengths/weaknesses, etc. Please explain how you reached your conclusions where necessary.)

## **SECTION II. JOB PERFORMANCE OBSERVATION (*Answer all applicable areas.*)**

### **A. NATURE OF WORK IN PROGRESS:**

In the provided space (boxes) or on attached sheets, describe in detail the content of the lesson, the teaching techniques employed, and the activities of the students. In the case of non-classroom observation, describe the activity and related performance observed. Include specific comments about the appropriateness and effectiveness of what was observed. Where appropriate, note what was commendable, make constructive criticisms about what might be improved, and suggest alternatives. If any ratings below satisfactory were issued, recommendations for improvement are required of the evaluator and should be included in the Overall Summary and Recommendations portion of this form. Explain how you reached your conclusions.

Type here (box will expand as you type):

### **B. DISTANCE EDUCATION**

1. Follows all campus distance education standards as adopted by Curriculum Committee/Academic Senate.  
Click to select rating
2. Demonstrates competence in the current distance education course management system.  
Click to select rating
3. Uses the appropriate distance education form of communication.  
Click to select rating

### **C. CLASSROOM FACULTY**

#### Instructional Delivery

1. Voice and delivery are clear and understandable.  
Click to select rating
2. Employees multiple teaching approaches where applicable.  
Click to select rating
3. Communicates ideas clearly, concisely, and effectively.  
Click to select rating
4. Paces class according to the level and material presented.  
Click to select rating
5. Uses class time effectively.  
Click to select rating
6. The teaching method and techniques observed are effective.

Click to select rating

7. Conducts class in accordance with instructional schedule.

Click to select rating

Faculty/Student Interaction

8. Students are engaged in lesson.

Click to select rating

9. Demonstrates sensitivity to differing student learning styles.

Click to select rating

10. Stimulates student interest in materials presented.

Click to select rating

11. Measures student performance in fair and valid ways.

Click to select rating

12. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, as well as physical and mental abilities.

Click to select rating

Content

13. The content of the lesson observed was:  current  adequate  outdated

14. The content of the lesson was consistent with the course outline.  Yes  No

15. The lesson was at the appropriate level for the course.  Yes  No

Comments: Type here (box will expand as you type):

**D. COUNSELORS**

Presentation

1. Presents information and directions to student in a clear and organized way.

Click to select rating

2. Advisement methods and techniques utilized are effective.

Click to select rating

3. Listens well and provides opportunities for students to express their concerns.

Click to select rating

4. Helps students define and seek solutions to problems.

Click to select rating

5. Gives the student an opportunity for follow-up.

Click to select rating

6. Directs counselees to appropriate sources of information/assistance when advisable.

Click to select rating

7. Respects students' confidentiality.

Click to select rating

8. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, as well as physical and mental abilities.

Click to select rating

Content

- 9. Demonstrates knowledge of district classes, resources, and programs.  
Click to select rating
- 10. Demonstrates knowledge of current course articulation and program requirements.  
Click to select rating
- 11. The content of the session observed was consistent with advisement objectives and student needs.  
Click to select rating

Service Assignment Objectives

- 12. Communicates and networks effectively with secondary and four-year schools.  
Click to select rating
- 13. Researches questions brought by students as needed.  
Click to select rating

Comments: Type here (box will expand as you type):

**E. LIBRARIANS**

Presentation and Content

- 1. Communicates information clearly, concisely and effectively.  
Click to select rating
- 2. Utilizes knowledge of current trends and technology in library/information science.  
Click to select rating
- 3. Demonstrates knowledge of research methods and resources.  
Click to select rating

Faculty/Student Interaction

- 4. Assists students to reach reference and research objectives.  
Click to select rating
- 5. Facilitates self-reliance in library usage.  
Click to select rating
- 6. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, as well as physical and mental abilities.  
Click to select rating

Service Assignment Objectives

- 7. Consults with other librarians and departments to provide students with up-to-date information and programs.  
Click to select rating
- 8. Assists in building, organizing, and maintaining library collection.  
Click to select rating

**NOTE: If you attended a library orientation, please also fill out Section II C, Classroom Faculty.**

Comments: Type here (box will expand as you type):

**F. OTHER NON-TEACHING FACULTY (Coordinators, Project Directors, Student Personnel Workers, Facilitators, Coach/Athletic Directors)**

NOTE: NOT ALL CRITERIA ARE APPLICABLE.

1. Supervises the routine security, upkeep, repair, and replacement of facilities and equipment in assigned area of assignment.  
Click to select rating
2. Consults with appropriate college faculty and staff about related projects and work assignments.  
Click to select rating
3. Maintains effective working relationship with grant monitors.  
Click to select rating
4. Adheres to grant guidelines, objectives, and schedules.  
Click to select rating
5. Serves as a unit leader within the assigned area.  
Click to select rating
6. Consults with the dean concerning all expenditures outside of the department budget.  
Click to select rating
7. Consults with the dean concerning all grant applications and fundraising activities.  
Click to select rating
8. Participates in necessary meetings and conferences.  
Click to select rating
9. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, as well as physical and mental abilities.  
Click to select rating
10. Fulfills specific job description requirements.  
Click to select rating

**NOTE: If you attended a presentation seminar or class, please also fill out Section II C for Classroom Faculty.**

Comments: Type here (box will expand as you type):

**G. Overall Comments/Recommendations**

Comment on professional performance, specifying, where relevant, areas of excellence and areas requiring improvement. If there are areas requiring improvement, make constructive, specific recommendations to evaluatee.

Comments: Type here (box will expand as you type):

H. **Evaluator's Overall Rating:**      Click to select rating



# APPENDIX D FORM A3

Semester and Year:

## ADMINISTRATOR AND PEER EVALUATION FORM FOR TENURE REVIEW OF PROBATIONARY FACULTY

*(The purposes of evaluation are described in Article 11 of the VCCCD Agreement.)*

DATE OF VISIT: \_\_\_\_\_ ARRIVAL TIME: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_

NAME OF EVALUATEE: \_\_\_\_\_

POSITION OF EVALUATEE: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Type of Evaluation: [Click here to select](#)

Faculty Function(s) Being Evaluated: (check all that apply)

- Instructor Course Name: \_\_\_\_\_  
Number of Students Attending: \_\_\_\_\_
- Counselor
- Librarian
- Other (*specify*): \_\_\_\_\_

Faculty Status: [Click for status](#)

*Please review Article 11 of the collective bargaining agreement before proceeding.*

Pursuant to Article 11.6 B (4) there is a "Difference in [evaluation] Criteria Weighting for First, Second, and Third Contracts." Select and use the appropriate criteria to be weighted the most by Tenure Review Committee members when completing this evaluation process:

- 1<sup>st</sup> and 2<sup>nd</sup> contract: All criteria considered, with the primary assignment criteria most important.
- 3<sup>rd</sup> contract: All criteria considered with candidate expected to be fully-participating member of campus community.

**Do not sign this form until you have completed the evaluation process.**

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

*I am aware of my rights as provided in Article 11 of the VCCCD Agreement. 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 college president if I so desire.*

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

**Ventura County Community College District  
ADMINISTRATOR AND PEER EVALUATION FORM FOR  
TENURE REVIEW OF PROBATIONARY FACULTY**

This overview is intended to indicate what the committee will be looking for as evidence that candidates have satisfied the tenure criteria listed in the VCCCD/AFT contract.

Tenure Review Process:

The tenure review process should ensure that students have access to the most knowledgeable, talented, creative, and student-oriented faculty available. To that end, a four-year probationary period provides sufficient time for contract employees to understand the expectations for tenure, to develop the skills and acquire the experience to participate successfully in the educational process, and to use the district's and other resources for professional growth by providing a useful assessment of performance, using clear evaluation criteria. (Article 11.1 A)

Expectations identified below are divided into "years" to help chart out a typical path to tenure; this is not a rigid timeline for meeting the tenure criteria. Tenure may be granted in any year of the process. The list of considerations is not all-inclusive; there are many additional ways criteria can be fulfilled.

The committee will consider student evaluations (if appropriate to the assignment) peer observations, and the candidate's portfolio as measures of how all criteria have been satisfied.

**Year One:** The principal focus of evaluation in year one is typically the faculty member's primary assignment (35 hours per week) and professional responsibilities (an average of 5 hours per week.) The evaluation should consider the proportion of the primary assignment to other criteria listed. Typically this first phase is when the faculty member orients her/himself to the college regulations, to the utilization of services for students, and to the subject discipline as taught by the department or to the service area as provided by the department. The committee will be looking for evidence of the following:

For classroom faculty:

1. Demonstrates knowledge of subject matter and awareness of current developments and research in field.
2. Demonstrates effective communication with students and uses of teaching methods appropriate to the subject matter.
3. Administers appropriate testing and measurement of student progress.
4. Clearly communicates syllabi course objectives and expectations of students.
5. Meets course objectives by implementing requirements listed in the official course outline.

For non-classroom:

6. Demonstrates a good command of the subject matter and awareness of the current developments and research in the field.
7. Demonstrates effective communication with students and effective use of methods appropriate to the area of assignment.
8. Clearly identifies goals and expectations to students.
9. Meets program objectives.

For both classroom and non-classroom:

10. Maintains class, office and/or service hours as scheduled.
11. Accurately reports records, census data, and/or other documentation in a timely manner.
12. Participates in new faculty orientation sessions and/or in the faculty mentoring program.
13. Participates in professional development activities designed to strengthen the ability to work with diverse student populations, to teach effectively and/or to measure student progress.
14. Participates in department and division meetings.
15. Attends graduation, college forums and/or other campus-wide events.
16. Other activities listed in 12.2.

**Year Two:** The second year should continue to consider the faculty member's primary assignment as emphasized in numbers one through eleven above. This year will focus on the continued development of subject matter expertise. In addition, the faculty member would be expected to begin to play a more active role in department and division meetings and activities.

Beyond the items described under year one, the committee will be looking for evidence that documents some of the following: (average of 5 hours a week for range of activities listed in 5.2 A)

1. Continued development of subject expertise through, for instance, attending conferences or workshops, subscribing to professional journals, or meeting with faculty counterparts at other institutions.
2. Continued participation in professional development activities designed to strengthen ability to work with diverse student population.
3. (For classroom faculty) improved ability to track student progress and achievement (portfolios, classroom assessment techniques, capstone experiences, etc.)
4. Active participation in department and division meetings and activities.
5. Development of updated course outlines, participation in curriculum review, or development of a new program or service appropriate to the faculty assignment.
6. Active participation on one or more campus committees.
7. Active involvement in one or more community activities or organizations designed to serve the community or to link college students to community resources.

**Year Three:** In year three, the emphasis (beyond the primary assignment) is on increasing involvement in campus governance and on professional development. In addition, the tenure candidate will be expected to continue actively participating in department and division meetings and activities.

Beyond the items described under the first and second year, the committee will be looking for evidence of some of the following additional kinds of activities:

1. Continued development of subject expertise through attending conferences and/or workshops, or through making presentations at conferences and/or workshops.
2. Continued participation on one or more campus committees.
3. Continued development of skills designed to perform effectively in the classroom or service area and to improve ability to work with a diverse student population.

**Year Four:** Further development of the areas previously listed. (Do not proceed without reading instructions.)

**Instructions**

- Rate only those areas where you possess first-hand knowledge based on direct observation of evaluatee’s performance and/or other substantiated sources.
- You may use the rating system below for each applicable criterion.
- Provide a narrative response where applicable.

You may use the electronic version of this form (comment boxes are expandable) or hard copy to be completed manually. If needed, attach extra sheets of paper to accommodate detailed responses and cite the section and item being addressed.

<b><u>Rating System</u></b>	
E	Excellent
S	Satisfactory
N	Needs to improve
U	Unsatisfactory
N/O	Not Observed
N/A	Not Applicable

**SECTION I. Professional Qualities *(to be answered for all faculty)***

Using the scale above, please rate the evaluatee based on applicable criteria:

**A. Professionalism**

1. Demonstrates cooperation and sensitivity in working with colleagues, staff, and students.  
Click here for rating
2. Submits required departmental reports and other necessary paperwork including census, and/or positive attendance, and grades on time.  
Click here for rating
3. Maintains adequate and appropriate records.  
Click here for rating
4. Observes health and safety regulations.  
Click here for rating
5. Maintains office hours and is accessible to students.  
Click here for rating
6. Demonstrates continuing professional development in subject areas of assignment  
Click here for rating
7. Demonstrates progress toward self-determined developmental goals.  
Click here for rating

**B. Area and Departmental Responsibilities**

1. Please evaluate only the areas in which the faculty member has chosen or was required to participate during the current evaluation period.
  - Orders textbooks, instructional materials, and equipment in a timely manner.  
Click here for rating

- Participates in screening /hiring committees.  
Click here for rating
  - Provides information for the development of departmental budgets.  
Click here for rating
  - Exercises good judgment in the use of facilities, equipment, and supplies.  
Click here for rating
  - Participates in overall departmental program development, maintenance, evaluation, updating of course outlines, and/or expansion of programs.  
Click here for rating
  - Participates in department and division meetings.  
Click here for rating
2. Meets flex requirements.  
Click here for rating
  3. Maintains work schedule and keeps appointments.  
Click here for rating
  4. Makes a positive contribution to the department.  
Click here for rating

**C. College-wide and Instruction–Related Student-Support Activities**

1. Please evaluate only the faculty member’s participation in the activities (s)he has chosen during the current evaluation period. (Only evaluate areas about which you have direct personal knowledge.)
 

<input type="checkbox"/> sponsors and provides support for student activities	Click to select rating
<input type="checkbox"/> participates in College and/or District budget development	Click to select rating
<input type="checkbox"/> participates in College and/or District committees	Click to select rating
<input type="checkbox"/> contributes to curriculum development	Click to select rating
<input type="checkbox"/> participates in articulation and matriculation	Click to select rating
<input type="checkbox"/> writes grant proposals and/or research projects	Click to select rating
<input type="checkbox"/> participates in recruitment and high school relations	Click to select rating
<input type="checkbox"/> conducts registration advisement	Click to select rating
<input type="checkbox"/> is active in faculty governance, representation, and advocacy	Click to select rating
<input type="checkbox"/> participates in community outreach and interface	Click to select rating
<input type="checkbox"/> other _____	Click to select rating
_____	
2. The faculty member demonstrates a pattern of service with college communities, projects, and/or student organizations.  
Click to select rating
3. The faculty member has fulfilled commitments with respect to any committees, projects, or activities (s)he has chosen during the current evaluation period.  
Click to select rating

Comments: (Commendations, recognition, strengths/weaknesses, etc. Please explain how you reached your conclusions where necessary.)

Type here (box will expand):

## **SECTION II. JOB PERFORMANCE OBSERVATION (*Answer all applicable areas.*)**

### **A. NATURE OF WORK IN PROGRESS:**

In the provided space (boxes) describe in detail the content of the lesson, the teaching techniques employed, and the activities of the students. In the case of non-classroom observation, describe the activity and related performance observed. Include specific comments about the appropriateness and effectiveness of what was observed. Where appropriate, note what was commendable, make constructive criticisms about what might be improved, and suggest alternatives. If any ratings below satisfactory were issued, recommendations for improvement are required of the evaluator and should be included in the Overall Summary and Recommendations portion of this form. Explain how you reached your conclusions.

Type here (box will expand):

### **B. DISTANCE EDUCATION**

1. Follows all campus distance education standards as adopted by Curriculum Committee/Academic Senate.  
Click to select rating
2. Demonstrates competence in the current distance education course management system.  
Click to select rating
3. Uses the appropriate distance education form of communication.  
Click to select rating

### **C. CLASSROOM FACULTY**

#### Instructional Delivery

1. Voice and delivery are clear and understandable.  
Click to select rating
2. Employees multiple teaching approaches where applicable.  
Click to select rating
3. Communicates ideas clearly, concisely, and effectively.  
Click to select rating
4. Paces class according to the level and material presented.  
Click to select rating
5. Uses class time effectively.  
Click to select rating
6. The teaching method and techniques observed were effective.  
Click to select rating
7. Conducts class in accordance with instructional schedule.  
Click to select rating

Faculty/Student Interaction

- 8. Students are engaged in lesson.  
Click to select rating
- 9. Demonstrates sensitivity to differing student learning styles.  
Click to select rating
- 10. Stimulates student interest in materials presented.  
Click to select rating
- 11. Measures student performance in fair and valid ways.  
Click to select rating
- 12. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, as well as physical and mental abilities.  
Click to select rating

Content

- 13. The content of the lesson observed was:     current  adequate  outdated
- 14. The content of the lesson was consistent with the course outline.     Yes  No
- 15. The lesson was at the appropriate level for the course.     Yes  No

Comments: Type here (box will expand):

**D. COUNSELORS**

Presentation

- 1. Presents information and directions to student in a clear and organized way.  
Click to select rating
- 2. Advisement methods and techniques utilized are effective.  
Click to select rating

Faculty/Student Interaction

- 3. Listens well and provides opportunities for students to express their concerns.  
Click to select rating
- 4. Helps students define and seek solutions to problems.  
Click to select rating
- 5. Gives the student an opportunity for follow-up.  
Click to select rating
- 6. Directs counselees to appropriate sources of information/assistance when advisable.  
Click to select rating
- 7. Respects students' confidentiality.  
Click to select rating
- 8. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, as well as physical and mental abilities.  
Click to select rating

Content

- 9. Demonstrates knowledge of district classes, resources, and programs.  
Click to select rating
- 10. Demonstrates knowledge of current course articulation and program requirements.  
Click to select rating
- 11. The content of the session observed was consistent with advisement objectives and student needs.  
Click to select rating

Service Assignment Objectives

- 12. Communicates and networks effectively with secondary and four-year schools.  
Click to select rating
- 13. Researches questions brought by students as needed.  
Click to select rating

Comments: Type here (box will expand):

**E. LIBRARIANS**

Presentation and Content

- 1. Communicates information clearly, concisely and effectively.  
Click to select rating
- 2. Utilizes knowledge of current trends and technology in library/information science.  
Click to select rating
- 3. Demonstrates knowledge of research methods and resources.  
Click to select rating

Faculty/Student Interaction

- 4. Assists students to reach reference and research objectives.  
Click to select rating
- 5. Facilitates self-reliance in library usage.  
Click to select rating
- 6. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, as well as physical and mental abilities.  
Click to select rating

Service Assignment Objectives

- 7. Consults with other librarians and departments to provide students with up-to-date information and programs.  
Click to select rating
- 8. Assists in building, organizing, and maintaining library collection.  
Click to select rating



**NOTE: If you attended a library orientation, please also fill out Section II C, Classroom Faculty.**

Comments: Type here (box will expand):

**F. OTHER NON-TEACHING FACULTY (Coordinators, Project Directors, Student Personnel Workers, Facilitators, Coach/Athletic Directors)**

NOTE: NOT ALL CRITERIA ARE APPLICABLE.

1. Supervises the routine security, upkeep, repair, and replacement of facilities and equipment in area of assignment.  
Click to select rating
2. Consults with appropriate college faculty and staff about related projects and work assignments.  
Click to select rating
3. Maintains effective working relationship with grant monitors.  
Click to select rating
4. Adheres to grant guidelines, objectives, and schedules.  
Click to select rating
5. Serves as a unit leader within the assigned area.  
Click to select rating
6. Consults with the dean concerning all expenditures outside of the department budget.  
Click to select rating
7. Consults with the dean concerning all grant applications and fundraising activities.  
Click to select rating
8. Participates in necessary meetings and conferences.  
Click to select rating
9. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, as well as physical and mental abilities.  
Click to select rating
10. Fulfills specific job description requirements.  
Click to select rating

**NOTE: If you attended a presentation seminar or class, please also fill out Section II C for Classroom Faculty.**

Comments: Type here (box will expand):

**G. Overall Comments/Recommendations**

Comment on professional performance, specifying, where relevant, areas of excellence and areas requiring improvement. If there are areas requiring improvement, make constructive, specific recommendations to evaluatee.

Comments: Type here (box will expand):

H. **Evaluator's Overall Rating:** Click to select rating

ADMINISTRATOR AND PEER EVALUATION FORM FOR  
**NON-CONTRACT FACULTY**

*(The purposes of evaluation are described in Article 12 of the VCCCD Agreement.)*

DATE OF VISIT: \_\_\_\_\_ ARRIVAL TIME: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_

NAME OF EVALUATEE: \_\_\_\_\_

POSITION OF EVALUATEE: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Type of Evaluator: [Click here to select](#)

Faculty Function(s) Being Evaluated: (check all that apply)

- Instructor Course Name: \_\_\_\_\_  
Number of Students Attending: \_\_\_\_\_
- Counselor
- Librarian
- Other (specify): \_\_\_\_\_

Location: [Click for location](#) Other: (specify) \_\_\_\_\_

**Do not sign this form until you have completed the evaluation process.**

*I am aware of my rights as provided in Article 12 of the VCCCD Agreement. 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 college president if I so desire.*

\_\_\_\_\_  
Faculty Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date

Ventura County Community College District

ADMINISTRATOR AND PEER EVALUATION FORM FOR  
NON-CONTRACT FACULTY

**The Purpose of Evaluation is:**

“to provide a genuinely useful and substantive assessment of faculty performance, to recognize and acknowledge good performance, to enhance performance, and to help employees further their own growth. The evaluation process should be implemented in a positive, supportive manner that encourages self-improvement and excellence in the faculty member’s areas, and promotes professionalism and enhances performance.” (from Section 12.1 of the Agreement between the VCCCD and AFT Local 1828)

**Instructions** (Do not proceed without reading instructions)

- Rate only those areas where you possess first-hand knowledge based on direct observation of evaluatee’s performance and/or other substantiated sources.
- You may use the rating system below for each applicable criterion.
- Provide a detailed response where applicable.
- You may use the electronic version of this form (comment boxes are expandable) or hard copy to be completed manually.

<b><u>Rating System</u></b>	
E	Excellent
S	Satisfactory
N	Needs to improve
U	Unsatisfactory
N/O	Not Observed
N/A	Not Applicable

**SECTION I. Professional Qualities *(to be answered for all faculty)***

Using the scale above, please rate the evaluatee based on applicable criteria:

**A. Professionalism**

1. Demonstrates cooperation and sensitivity in working with colleagues, staff, and students.  
Click here for rating
2. Submits required departmental reports and other necessary paperwork including census, and/or positive attendance, and grades on time.  
Click here for rating
3. Maintains adequate and appropriate records.  
Click here for rating
4. Observes health and safety regulations.  
Click here for rating
5. Demonstrates continuing professional development in subject areas of assignment.  
Click here for rating
6. Demonstrates progress toward self-determined developmental goals.

Click here for rating

**B. Area and Departmental Responsibilities**

1. Orders textbooks, instructional materials, and equipment in a timely manner.  
Click here for rating
2. Exercises good judgment in the use of facilities, equipment, and supplies.  
Click here for rating
3. Maintains work schedule and keeps appointments.  
Click here for rating
4. Meets flex requirements.  
Click here for rating

**SECTION II. JOB PERFORMANCE OBSERVATION (*Answer all applicable areas.*)**

**A. NATURE OF WORK IN PROGRESS:**

In the provided space (boxes) or on attached sheets, describe in detail the content of the lesson, the teaching techniques employed, and the activities of the students. In the case of non-classroom observation, describe the activity and related performance observed. Include specific comments about the appropriateness and effectiveness of what was observed. Where appropriate, note what was commendable, make constructive criticisms about what might be improved, and suggest alternatives. If any ratings below satisfactory were issued, recommendations for improvement are required of the evaluator and should be included in the Overall Summary and Recommendations portion of this form. Explain how you reached your conclusions.

Type here (box will expand as you type):

**B. DISTANCE EDUCATION**

1. Follows all campus distance education standards as adopted by Curriculum Committee/Academic Senate.  
Click to select rating
2. Demonstrates competence in the current distance education course management system.  
Click to select rating
3. Uses the appropriate distance education form of communication.  
Click to select rating

**C. CLASSROOM FACULTY**

Instructional Delivery

1. Voice and delivery are clear and understandable.  
Click to select rating
2. Employees multiple teaching approaches where applicable.  
Click to select rating
3. Communicates ideas clearly, concisely, and effectively.  
Click to select rating
4. Paces class according to the level and material presented.

- Click to select rating
5. Uses class time effectively.  
Click to select rating
6. The teaching method and techniques observed are effective.  
Click to select rating
7. Conducts class in accordance with instructional schedule.  
Click to select rating

Faculty/Student Interaction

8. Students are engaged in lesson.  
Click to select rating
9. Demonstrates sensitivity to differing student learning styles.  
Click to select rating
10. Stimulates student interest in materials presented.  
Click to select rating
11. Measures student performance in fair and valid ways.  
Click to select rating
12. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, as well as physical and mental abilities.  
Click to select rating

Content

13. The content of the lesson observed was:       current  adequate  outdated
14. The content of the lesson was consistent with the course outline.       Yes  No
15. The lesson was at the appropriate level for the course.       Yes  No

Comments: Type here (box will expand as you type):

**D. COUNSELORS**

Presentation

1. Presents information and directions to student in a clear and organized way.  
Click to select rating
2. Advisement methods and techniques utilized are effective.  
Click to select rating

Faculty/Student Interaction

3. Listens well and provides opportunities for students to express their concerns.  
Click to select rating
4. Helps students define and seek solutions to problems.  
Click to select rating
5. Gives the student an opportunity for follow-up.  
Click to select rating

6. Directs counselees to appropriate sources of information/assistance when advisable.  
Click to select rating
7. Respects students' confidentiality.  
Click to select rating
8. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, as well as physical and mental abilities.  
Click to select rating

#### Content

9. Demonstrates knowledge of district classes, resources, and programs.  
Click to select rating
10. Demonstrates knowledge of current course articulation and program requirements.  
Click to select rating
11. The content of the session observed was consistent with advisement objectives and student needs.  
Click to select rating

#### Service Assignment Objectives

12. Researches questions brought by students as needed.  
Click to select rating

Comments: Type here (box will expand as you type):

### **E. LIBRARIANS**

#### Presentation and Content

1. Communicates information clearly, concisely and effectively.  
Click to select rating
2. Utilizes knowledge of current trends and technology in library/information science.  
Click to select rating
3. Demonstrates knowledge of research methods and resources.  
Click to select rating

#### Faculty/Student Interaction

4. Assists students to reach reference and research objectives.  
Click to select rating
5. Facilitates self-reliance in library usage.  
Click to select rating
6. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, as well as physical and mental abilities.  
Click to select rating

#### Service Assignment Objectives

7. Consults with other librarians and departments to provide students with up-to-date information and programs.

- Click to select rating
- Assists in building, organizing, and maintaining library collection.  
Click to select rating

**NOTE: If you attended a library orientation, please also fill out Section II C, Classroom Faculty.**

Comments: Type here (box will expand as you type):

**F. OTHER NON-TEACHING FACULTY (Coordinators, Project Directors, Student Personnel Workers, Facilitators, Coach/Athletic Directors)**

NOTE: NOT ALL CRITERIA ARE APPLICABLE.

- Supervises the routine security, upkeep, repair, and replacement of facilities and equipment in assigned area of assignment.  
Click to select rating
- Consults with appropriate college faculty and staff about related projects and work assignments.  
Click to select rating
- Maintains effective working relationship with grant monitors.  
Click to select rating
- Adheres to grant guidelines, objectives, and schedules.  
Click to select rating
- Serves as a unit leader within the assigned area.  
Click to select rating
- Consults with the dean concerning all expenditures outside of the department budget.  
Click to select rating
- Consults with the dean concerning all grant applications and fundraising activities.  
Click to select rating
- Participates in necessary meetings and conferences.  
Click to select rating
- Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, as well as physical and mental abilities.  
Click to select rating
- Fulfills specific job description requirements.  
Click to select rating

**NOTE: If you attended a presentation seminar or class, please also fill out Section II C for Classroom Faculty.**

Comments: Type here (box will expand as you type):

**G. Overall Comments/Recommendations**

Comment on professional performance, specifying, where relevant, areas of excellence and areas requiring improvement. If there are areas requiring improvement, make constructive, specific recommendations to evaluatee.

Comments: Type here (box will expand as you type):

H. **Evaluator's Overall Rating:**    Click to select rating