



Contract

(Probationary)

Tenure Review Packet

This packet is designed to assist you in completing the process of faculty evaluations per Article 8 of the FARSCCD contract.

Sections 8.1 through 8.12.4 primarily address contract (*probationary*) faculty evaluation procedures.

Contract (*Probationary*) Evaluation/Tenure Review Process

Checklist of materials to be forwarded to College Vice-Presidents:

1. Self-Evaluation

2. Student Evaluation Surveys: Numerical Data and Student Comments

3. Classroom Observation Forms by:
 - a. Supervising Administrator
 - b. Two Tenured Faculty Peers

4. Colleague Surveys: Numerical Data and typed Written Comments

5. Administrative Summary Evaluation Report

6. Administrative Recommendation

7. Performance Improvement Plan (*if necessary*)

CONTRACT (PROBATIONARY) TENURE REVIEW
ACTIVITY CHECKLIST

1. Receipt of Self-Evaluation from Faculty Member

Yes _____ No _____ Date: _____

2. Initial Meeting with Peer Evaluators

Yes _____ No _____ Date: _____

3. Notification to faculty member of Classroom/Worksite Observation

Yes _____ No _____ Date: _____

4. Receipt of Classroom/Worksite Evaluation by Peers

Yes _____ No _____ Date: _____

5. Completion of Classroom/Worksite Evaluation by immediate supervisor

Yes _____ No _____ Date: _____

6. Completion of Student Evaluations

Yes _____ No _____ Date: _____

7. Completion of Colleague Surveys

Yes _____ No _____ Date: _____

8. Meeting with Peer Evaluators to review all evaluation materials

Yes _____ No _____ Date: _____

9. Finalization of Administrative Summary Evaluation Report (includes Performance Improvement Plan – if applicable)

Yes _____ No _____ Date: _____

10. Meeting with faculty member to review all evaluation materials

Yes _____ No _____ Date: _____

Classroom/Worksite Observation Criteria

The following criteria are provided to assist the evaluator in the preparation of the observation report. Effective performance may include, but is not limited to, the following:

Currency and Depth of Knowledge

- Material presented relates to course and class outlines
- Material presented requires students to generalize, compare, contrast analyze or synthesize
- Material is presented at a level promoting student understanding
- Identifies questions appropriate to the course or current discussion

Methods and Techniques of Instruction/Responsiveness to Students

- Engages students so they remain for entire class/laboratory session
- Employs visual aides/handouts
- Talks to the class using understandable vocabulary and patterns of speech
- Nonverbal communication supports instruction and sustains attention
- Humor, voice levels and eye contact are used appropriately
- Divergent points of view are noted where appropriate for understanding
- Students are addressed by name
- Questions are used to engage students
- Key student contributions are summarized
- Promotes positive attitudes of students toward fellow students
- Responds positively to student nonverbal clues indicating boredom, curiosity, confusion or frustration

Organization Skills

- Handles students coming late/leaving early appropriately
- Instructor arrives on time and holds class for the assigned time
- Sufficient time is given for responses to and from students
- Visual aides/handouts are visible, clear and organized
- Instructor responds to individual/group needs

Relevance of Laboratory to Class Objectives: Safety of Students and Aides

- Maintains a safe/comfortable learning environment
- Group/individual activities contribute to course learning
- Student laboratory experience promotes general course goals
- Reviews of the class/laboratory are conducted as appropriate

Contract (*Probationary*) Faculty Self-Evaluation Report

Name: _____ Employee ID # _____
(Faculty member's name – please print)

Probationary Status (*Check one*): Contract I _____ Contract II _____ Contract III A _____ B _____

The Self-Evaluation should address perceived strengths and areas for improvement. Also, describe your participation in the improvement of student learning related to student outcomes. This document shall be included in the self-evaluation portfolio along with class materials and other pertinent documents (publications, awards, verification of staff development activities, etc.).

Faculty member (*please print*): _____ Date: _____

Signature: _____

Contract (*Probationary*) Faculty Classroom/Worksite Observation Report

Name: _____ Employee ID #: _____
(Faculty member's name – please print)

Class: _____ Date: _____
(Date of observation)

Probationary Status (Check one): Contract I _____ Contract II _____ Contract III A _____ B _____

I. Currency and Depth of Knowledge:	<p><u>Check one:</u></p> Does not meet expectations* _____
	Meets expectations _____

II. Methods and Techniques of Instruction/Responsiveness to Students:	<p><u>Check one:</u></p> Does not meet expectations* _____
	Meets expectations _____

III. Organizational Skills:	<p><u>Check one:</u></p> Does not meet expectations* _____
	Meets expectations _____

IV. Relevance of Laboratory to Class Objectives/Safety of Students and Aides:	<p><u>Check one:</u></p> Does not meet expectations* _____
	Meets expectations _____

**Comments regarding performance that does not meet expectations should include specific citations of weakness and specific recommendations for improvement.*

Observer (*please print*): _____ Date: _____

Signature: _____

Faculty Member (*please print*): _____ Date: _____

Signature: _____

Note: *Per Article 8.15.6 & 8.16.5, my signature indicates that I have read this report but does not necessarily indicate that I agree with it. I understand that I must respond in writing within 10 working days in order for the response to become part of the official evaluation.*

Original – Return to Supervising Administrator (*Submit to Vice President/Academic Affairs*)

Contract (*Probationary*) Faculty Administrative Summary Evaluation Report

Name: _____ Employee ID #: _____
(Faculty member's name – please print)

Class: _____ Date: _____

Probationary Status (*Check one*): Contract I ____ Contract II ____ Contract III A ____ B ____

I. Classroom Performance (<i>attached Classroom Observations</i>), or performance in primary area of assignment, e.g., program coordinator, counselor, librarian:	<p><u>Check one:</u></p> Does not meet expectations* ____ <p>Meets expectations ____</p>
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II. Respect for students and colleagues:	<p><u>Check one:</u></p> Does not meet expectations* ____ <p>Meets expectations ____</p>
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III. Professional growth and responsibilities:	<p><u>Check one:</u></p> Does not meet expectations* ____ <p>Meets expectations ____</p>
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Recommendation (*Please check only one*): Contract II ____ Contract III A ____ B ____

Tenure ____ Not Recommended for Rehire ____

Administrator (*please print*): _____ Date: _____

Signature: _____

Faculty Member (*please print*): _____ Date: _____

Signature: _____

Note: *Per Article 8.15.6 & 8.16.5, my signature indicates that I have read this report but does not necessarily indicate that I agree with it. I understand that I must respond in writing within 10 working days in order for the response to become part of the official evaluation.*

Contract (*Probationary*) Faculty Performance Improvement Plan

Name: _____ Page: _____
(Faculty member's name – please print)

This plan should present specific recommendations for improvement to meet expectations in response to specific weaknesses cited in the "Summary Evaluation Report."

Administrator (*please print*): _____

Date: _____

Signature: _____

Faculty Member (*please print*): _____

Date: _____

Signature: _____

**Administrative Recommendation Contract (*Probationary*) Faculty
(*Confidential*)**

Name: _____
Faculty member's name – please print

Date: _____
(Of Institutional Tenure Review)

Employee ID #: _____

FARSCCD Member Present: _____
Please print your name, sign and date

Academic Senate Member Present: _____
Please print your name, sign and date

Vice President's Recommendation

Recommendation (<i>Please check only one</i>)			
Contract II _____	Contract III A _____	B _____	Tenure _____
Not Recommended for Rehire _____			

Vice President (*please print*): _____ Date: _____

Signature: _____

College President's Recommendation

(*Must be submitted to Human Resources by February 15th*)

Recommendation (<i>Please check only one</i>)			
Contract II _____	Contract III A _____	B _____	Tenure _____
Not Recommended for Rehire _____			

College President (*please print*): _____ Date: _____

Signature: _____