



Part-Time Faculty *(Non-Contract)* Evaluation Packet

This packet is designed to assist you in completing the process of faculty evaluations per FARSCCD contract, Article 8 Sections 8.11 through 8.13.4 primarily address part-time (*non-contract*) faculty evaluation procedures.

Part-Time Faculty (Non-Contract) Evaluation 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 foredoom, curiosity, confusion, or frustration
- Group/individual activities contribute to course learning
- Student laboratory experience promotes general course goals
- Reviews of the class/laboratory are conducted as appropriate

Organizational 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
- Maintains a safe/comfortable learning environment

Professional Responsibilities

- Submits required materials (course syllabi, rosters, grades) in a timely manner
- Assesses effectiveness of student learning
- Participates in flex and other professional responsibilities as required

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Part-Time Faculty (Non-Contract) Evaluation
Classroom/Worksite Observation Report

Name: _____
(Please print faculty member's name)

Date: _____
(Date of observation)

Faculty Member's Employee ID #: _____

Site: _____

Class: _____

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. Professional Responsibilities:	<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: _____

Dean (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 Human Resources Department)