**PERALTA COMMUNITY COLLEGE DISTRICT**

**NON-CLASSROOM OBSERVATION/INFORMATION REPORT FORM**

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| **Faculty/Tenure Candidate** | **College** | **Semester** | **Academic Year** |
|  |  |  |  |
| **Course Name/Number *(if applicable)*** | **Lecture** | **Lab** | **Time** |
|  |  |
| **Observer** | **Date(s) of Observation** |
|  |

**Note:** Any information used or considered in evaluating a tenure track or other faculty evaluee other than classroom observations and student evaluations must be: a) from firsthand knowledge or personal observation; b) based on the following four criteria (listed below and on pgs 1-4 of the Faculty Evaluation Policies Manual); and c) timely documented in the portfolio with a copy provided to the faculty evaluee.

**Please provide direct knowledge or information on any of the following four criteria:**

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| **1. Knowledge Base** |
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| **2. Application of Knowledge Base** |
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| **3. Motivation and Interpersonal Skills** |
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| **4. Professional Responsibilities** |
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| **SIGNATURES** |
|  |  |
| **Observer/Information Provider** | **Date** |
|  |  |
| **Faculty/Tenure Candidate** | **Date** |

*The faculty member’s/tenure candidate’s signature on this form does not constitute acceptance of this evaluation. The faculty member/tenure candidate has the right to append his/her own written comments.*