ADMINISTRATIVE EVALUATION

The purpose of the administrative review is to provide the Evaluation Committee with information regarding the faculty member's professional responsibilities in the context of certain administrative criteria. The focus of this evaluation is on the syllabus (including grading policy), timely submission of textbook orders, submission of syllabi to the Office of Instruction, responsiveness to communications, professional behavior, holding classes for full class period, participation in professional development activities, and timely submission of grades, attendance verification, positive attendance hours and census rosters.

EVALUATION FREQUENCY

Part-time faculty shall be evaluated within the first year of employment. Whenever possible, this should be done during the first term of employment. Thereafter, evaluation shall be once every six regular semesters, unless a summary rating of #4 (Does not consistently meet requirements) or #5 (Does not meet requirements) is received.

Tenured faculty shall be evaluated once every three years, unless a rating of #4 (Does not consistently meet requirements) or #5 (Does not meet requirements) is received.

When a part-time or tenured faculty member receives a summary rating of #4 (Does not consistently meet requirements) or #5 (Does not meet requirements), an evaluation will take place during the next semester that the faculty member has an assignment. For part-time faculty, the second evaluation will be used to determine eligibility to enter into or remain in the Rehire Preference Pool.

RESPONSIBILITIES IN THE EVALUATION

The evaluation of each instructor who is being evaluated shall involve:

A. Vice President or Designee

B. Faculty Evaluator

C. Evaluee

A. <u>Vice President or designee</u> -- The responsibility for administering the evaluation system rests with the Vice President or designee. The Vice President or designee who has responsibility for the discipline shall initiate the evaluation procedures, in consensus with the Department Chair, ensuring that the evaluation procedures are followed, timelines are met, classroom visits are held, records are kept, preliminary and summary evaluation meetings are held. The Vice President or designee shall complete the Administrative Evaluation Form. A copy of the evaluation Summary Report Form and the completed Administrative Evaluation shall be given to the faculty Evaluee, the Evaluator, the Department Chair, the Vice President or designee, the Vice Chancellor of Educational Services, and then sent to Human Resources by the end of the semester being evaluated.

B. <u>Faculty Evaluator</u> --

1. The Department Chair shall choose a single Faculty Evaluator from the Evaluee's discipline (or if necessary a related discipline, as defined by the Board of Governors' list of minimum qualifications) during the first four (4) weeks of the semester. For short-term classes, the Department Chair shall choose a single Faculty Evaluator during the first 25% of course meeting days.

   a. The Faculty Evaluator cannot have been evaluated by the Evaluee within the same academic year.

2. If the Department Chair does not meet the deadline, the Vice President or designee shall choose a single Faculty Evaluator during week five (5) of the semester.

Peralta Community College District

ADMINISTRATIVE EVALUATION FORM

(For PART-TIME, LTS and TENURED FACULTY)

Semester_____Academic Year_____   Date_____

Name of Faculty Member_____College_____

Administrative Evaluator_____

The purpose of this administrative review is to provide the Evaluation Committee with any information regarding the faculty member's professional responsibilities in the context of the administrative criteria listed below.

Professional Considerations and Responsibilities

☐ Meets established reporting deadlines for submission of grades, positive attendance hours, attendance verification and census rosters, provided that a deadline is not met in two consecutive semesters, that faculty were notified of each deadline in a timely manner by email, and that there were no problems with District IT systems which delayed recording of grades, positive attendance hours, attendance verification and census rosters.

☐ Participates in professional development activities, subject to all contractual agreements.

☐ Ensures that the grading policy, syllabus and course content accurately reflect topics and objectives of course outline, provided that the Dean makes the course outline available to the instructor at initial hire, at the assignment of any new course prep, and any time the course outline has been changed.

☐ Submits syllabus including grading policy and the course approved student learning outcomes (SLOs), from the Course Outline of Record, for each class to the VPI or Division Dean by the end of the first full-week of class provided that the VPI/Dean notifies the faculty member in writing of his/her responsibility and the deadline and provides a written copy of the college approved SLOs for the course.[1]

☐ Generally submits book order information on time and according to college guidelines, provided the guidelines and forms are provided to the instructor in a timely manner.

☐ Meets with class the required course clock hours, as per agreed-upon PCCD - PFT guidelines.

☐ Is responsive to communications which have been received from faculty, staff, administrators and students.

☐ Displays behavior consistent with professional ethics and academic freedom, as listed in the American Association of University Professors' Code of Ethics.

Comments, suggestions, strengths, weaknesses, explanations of boxes (above) which are *not* checked

_____

_____

_____

_____

Administrative Evaluation Rating:
- ☐ Meets All Requirements
- ☐ Mostly meets requirements
- ☐ Does not consistently meet requirements

Preferred Hiring Pool Eligibility Information (for part-time faculty only):

YES___NO___Either (1) employed as part-time faculty for 8 of last 12 semesters, or, if fewer, (2) successfully completed PCCD Faculty Diversity Internship program
(if NO, skip to end)

YES___NO___This evaluation final summary RATING qualifies (or continues to qualify) the faculty member for the Part-time Faculty Rehire Preference Pool
(if NO, skip to end)

___ Average teaching load for last 3 Fall semesters

___ Average teaching load for last 3 Spring semesters

_____   _____
[Administrator's Signature]   *[Date}*

If Part-time Evaluee is in the Part-time Faculty Rehire Preference Pool, evaluee signature acknowledges above information and calculation:

_____   _____
[Evaluee's Signature]   [