

CUESTA COLLEGE
DEAN/DIRECTOR EVALUATION OF STUDENT DEVELOPMENT FACULTY

This form is to be used for all relevant parts of the evaluation process. Each section is to be filled out by a Dean or Director. The processes and procedures that govern all faculty evaluations are set forth in Article VII of the District/CCFT Collective Bargaining Agreement (CBA). To find the CBA, point your browser to <http://ccft.org/contract.htm> for the on-line contract.

Employee:			Semester:		
<input type="checkbox"/> Regular Tenure-Track <input type="checkbox"/> Regular <input type="checkbox"/> Tenure-Track - <i>How many semesters taught at Cuesta:</i> <input type="checkbox"/> Temporary <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time - <i>If part-time, how many semesters taught at Cuesta:</i> <input type="checkbox"/> Temporary without assignment rights - <i>How many semesters taught at Cuesta:</i>					
Evaluator(s):	Observation Date:	Time:	Room #:	Class:	Section:

INSTRUCTIONS FOR EVALUATOR:

1. The attached forms are to be used in the evaluation of the performance of a regular, tenure-track, or temporary faculty member.
2. All instructional faculty are to be evaluated pursuant to Sections I, II, III, IV, and V. Sections IX (Progress on Previous Plan for Improvement) and VI (Plan for Improvement) are to be utilized **only when it is applicable to the faculty member who is being evaluated**. If a plan for improvement exists, the Dean/Director will review the previous evaluation, including the plan for improvement (7.12.1.1).
3. The post-evaluation conference will consist of reviewing the peer review committee evaluation, student evaluations, the self-evaluation, the dean/director's findings based upon (7.9.1 or 7.9.2), the dean/director's assessment of student success, and the establishment of goals to improve performance (when applicable). The completed **Dean/Director Evaluation Form** shall be signed by the faculty member being evaluated and by the appropriate dean/director (7.11).
4. The term **Disagree** is synonymous with the contractual term **Needs Improvement**, and the term **Strongly Disagree** is synonymous with the contractual term **Unsatisfactory** (7.12).

Strongly agree	This rating implies that the individual's performance reflects the highest degree of productivity and effectiveness. This rating should be used to differentiate specific criteria where the individual has demonstrated exceptional ability that is especially noteworthy or markedly apparent.
Agree	This rating implies that the individual's performance consistently meets the standards for the given criteria. The individual is consistently effective and productive.
Somewhat agree	This rating implies that the individual's performance often meets the standard. The individual frequently is effective and productive.
Disagree (needs improvement)	This rating implies that the individual's performance partially meets the standards for the given criteria. There are areas of deficiency or ineffectiveness; it is expected that with increased attention to those areas, the individual's performance will subsequently meet the standards.
Strongly disagree (unsatisfactory)	This rating implies that the individual's performance has failed to meet the standards for the given criteria. A considerable deficiency or lack of effectiveness is observed.

SECTION I: Dean/Director Evaluation of Student Development Faculty
 (Please mark N/A for any of the items that do not apply; completing the “Comments” portion is optional)

1. The coordinator makes effective use of meeting time.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

2. The coordinator is prepared and organized.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

3. The coordinator provides materials that are relevant to student leadership development.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

4. The coordinator engages students to appreciate different perspectives on issues and problem solving methods.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

5. The coordinator clearly articulates goals and objectives.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

6. The coordinator provides timely and helpful feedback and follow-up.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

7. The coordinator creates a positive learning environment.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

8. The coordinator demonstrates currency and appropriate depth of knowledge in Student Development/Leadership.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

9. The coordinator uses challenging ideas and fosters critical thinking.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

10. The coordinator presents information clearly and effectively.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

11. The coordinator responds productively to student questions.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

12. The coordinator demonstrates enthusiasm for and interest in Student Development.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

SECTION II: Dean/Director Evaluation of Student Development Faculty

1. This instructor maintains currency in one's academic field and faculty service area (professional development).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

2. This instructor maintains a good working relationship with students.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

3. This instructor is regularly available for help during posted office hours (not required for part-time faculty).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

4. This instructor adheres to the course outline.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

5. This instructor respects student confidentiality.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

6. This instructor begins and ends class on time.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

7. This instructor meets the scheduled class or service days and hours.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

8. This instructor works collegially with other faculty and staff in the division/service area.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

9. This librarian communicates civilly with other faculty and staff in the division/service area.

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

10. This instructor attends required division meetings (not required for part-time faculty).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

11. This instructor meets divisional and/or college-wide committee/governance obligations (see Article V of current CCFT contract) (not required for part-time faculty).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

12. This instructor meets divisional and college obligations on time (e.g., textbook orders, flex contracts, grades, early alert, schedules, reports, and requisitions).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

13. This instructor gives final exams in accordance with the official schedule unless permission has been received from the area Dean or Director to do otherwise (not applicable to faculty not teaching classes).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

14. This instructor maintains educational and professional contacts with the community when relevant to professional commitments (not applicable unless specifically required by law or job description).

1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

Comment:

