

CUESTA COLLEGE
Peer Evaluation/District Tenure Committee Evaluation Form
DSPS SPECIALISTS

This form is to be used for peer evaluation of tenured, tenure-track, or temporary DSPS Specialists. A Peer Review or Division Tenure Committee will complete each applicable section of this evaluation form except Section II. The processes and procedures that govern all faculty evaluations are set forth in Article VII of the District/CCFT Collective Bargaining Agreement. Point your browser to <http://www.ccf.org/contract/article7.html> for the on-line contract.

Employee:		Semester:	
<input type="checkbox"/> Tenured <input type="checkbox"/> Tenure-Track <input type="checkbox"/> Temporary <i>If temporary, how many semesters taught at Cuesta :</i>			
Evaluator(s)			
Observation Date:	Time:	Room #:	Class:
Observation Date:	Time:	Room #:	Class:

INSTRUCTIONS FOR EVALUATORS:

1. The attached forms are to be used in the evaluation of the performance of a DSPS Specialist.
2. All DSPS Specialists are to be evaluated pursuant to Sections I - V and VII. Include faculty member’s self-evaluation in the peer evaluation. Section VI (Progress on Previous Plan for Improvement) and VIII (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 evaluation committee will review the previous evaluation, including the plan for improvement (7.12.1.1).
3. The peer evaluation should be as encompassing as possible; that is, most criteria will apply in most situations. The Peer Review or Division Tenure Committee and the faculty member being evaluated will decide **during the pre-evaluation conference** the criteria to be employed in the evaluation. **All criteria are applicable unless agreed upon and marked as not applicable during the pre-evaluation conference.**
4. The criteria specified on the evaluation form are broad, encompassing, and meant to suggest an ideal.
5. No DSPS Specialist will be expected to meet all the criteria in any given observation period.
6. Some of the criteria may not apply to particular instructional situations.
7. The evaluator is to rate each category in each of the applicable sections for the DSPS Specialist who is being evaluated. The rating is to be indicated by marking the appropriate box.
8. A DSPS Specialist must receive a rating of “Meets Criteria” or “Excels” in each **category as a whole** in order to receive a rating of “Meets Criteria” or “Excels” for the **summary assessment** for the section. A DSPS Specialist must receive a rating of “Meets Criteria” or “Excels” for **each section as a whole** in order to receive a rating of “Meets Criteria” or “Excels” for the **overall** evaluation.
9. Written comments are required for ratings of “Needs Improvement” or “Unsatisfactory” and are recommended for a rating of “Excels.”

10. The Peer Review or Division Tenure Committee, the Director, and the DSPS Specialist being evaluated review and sign the performance narrative review sheet. A copy of the completed and signed evaluation must be given to the DSPS Specialist being evaluated during the post-evaluation conference meeting.
11. The Peer Review or Division Tenure Committee must submit **one** composite evaluation form representing the committee's consensus to the Director for tenured or temporary faculty, or to the Director and the ITRC for tenure-track faculty.

RATING CRITERIA DEFINITIONS:

E	EXCELS	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.
M	MEETS CRITERIA	This rating implies that the individual's performance meets the standards for the given criteria. The individual is consistently effective and productive.
I	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; and it is expected that with increased attention to those areas, the individual's performance will subsequently meet the standards.
U	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. JOB PERFORMANCE

(Professional qualities assessed by the Peer Evaluator)

Please rate the DSPS Specialist for each category, taking into consideration all of the criteria for that category that apply. Following each category, provide written comments on the specific criteria where the DSPS Specialist has demonstrated **unsatisfactory** or **needs improvement**. It is recommended that written comments be made for ratings of **exceeds**, as well. All criteria apply in each category unless it is agreed in the pre-conference that a criterion does not apply. Criteria that **do not apply** should be marked as **Not Applicable (N/A)**.

DSPS SPECIALIST RESPONSIBILITIES:

Rating

- 1. Demonstrates currency and depth in the discipline
- 2. Demonstrates adequate knowledge of state and local DSPS regulations, policies, and procedures
- 3. Demonstrates adequate knowledge of state and federal laws that affect students' educational planning
- 4. Demonstrates adequate knowledge of district's policies and procedures
- 5. Demonstrates proficient use of written and oral language

WRITTEN COMMENTS ARE REQUIRED FOR RATINGS OF I OR U. IT IS RECOMMENDED THAT WRITTEN COMMENTS BE MADE FOR RATINGS OF E.

RESPONSIBILITIES TO STUDENTS:

Rating

- 1. Provides and consistently keeps office or appointment hours
- 2. Begins and ends appointments on time
- 3. Makes effective use of appointment time
- 4. Demonstrates organized preparation for appointments as needed
- 5. Clearly states the objectives of appointments
- 6. Establishes a student-specialist relationship conducive to learning
- 7. Responds in a timely manner to the questions and needs of students
- 8. Responds appropriately to student questions
- 9. Effectively matches students with services
- 10. Assists students appropriately in reaching their goals
- 11. Presents adequate and appropriate information to students
- 12. Uses informational handouts in an effective way
- 13. Spends adequate time on a given point
- 14. Demonstrates patience in listening and responding to student concerns
- 15. Uses appropriate body language (eye contact, gesturing, etc.)
- 16. Uses vocabulary appropriate for the student and the subject matter
- 17. Presents information appropriate to student comprehension styles
- 18. Treats students respectfully
- 19. Respects confidentiality of information from and about students
- 20. Understands and responds appropriately to the diverse ways in which students learn
- 21. Respects the diverse cultural backgrounds of students
- 22. Demonstrates a genuine interest in students and their success

WRITTEN COMMENTS ARE REQUIRED FOR RATINGS OF I OR U. IT IS RECOMMENDED THAT WRITTEN COMMENTS BE MADE FOR RATINGS OF E.

SUMMARY ASSESSMENT, SECTION I	E	M	I	U
1. Performs at an overall level which can be assessed as:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION II. RESPONSIBILITIES TO DISCIPLINE AND DIVISION SERVICE AREA

(Professional qualities will be assessed by the DSPS Director or designee after consultation with the Peer Evaluation Committee Chair or the DTC Chair.)

Please rate the faculty member for each criterion using the following scale:

M = Meets Requirements

I = Needs Improvement

U = Unsatisfactory

N/A = Not Applicable

CRITERIA	M	I	U	N/A
1. Maintains currency in one's academic field and faculty service area (professional development).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Participates in professional activities related to the area of specialization and to pedagogy (professional development).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Communicates civilly with other faculty and staff in the division/service area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Works collegially with other faculty and staff in the division/service area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Attends required division meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Meets divisional and/or college-wide committee/governance obligations (see Article V of current CCFT contract).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Meets divisional and college obligations on time (e.g., textbook orders, flex contracts, grades, early alert, schedules, reports, and requisitions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Maintains the scheduled days or service hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Demonstrates safe use and proper handling of materials, equipment, tools, and college facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Shares in the divisional workload. (Not applicable to part-time instructors.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Maintains educational and professional contacts with the community appropriate to her/his relevant professional commitments. (Not applicable unless specifically required by law or job description).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Maintains a productive working relationship with students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Addresses student concerns/complaints/academic needs in a timely and constructive manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUMMARY ASSESSMENT, SECTION II	M	I	U	
1. Performs at an overall level which can be assessed as:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

WRITTEN COMMENTS ARE REQUIRED FOR RATINGS OF I OR U.

SECTION III. ASSESSMENT OF STUDENT EVALUATIONS

Provide an overall assessment and interpretation of the student evaluations. *Written comments are required. Attach additional pages if necessary.*

SECTION IV. ASSESSMENT OF PROFESSIONAL DEVELOPMENT

Provide an overall assessment of recent professional growth activities. *Written comments are required.*

SECTION V. PROGRESS ON PREVIOUS PLAN FOR IMPROVEMENT.

Applicable only when the previous overall evaluation was “Needs Improvement” or “Unsatisfactory.”

This section to be assessed by Peer Evaluator.

Check here if a plan for improvement exists and has been reviewed by the committee.

PROGRESS ON PREVIOUS PLAN FOR IMPROVEMENT	E	M	I	U	N/A
1. Shows adequate progress in meeting goals and objectives for improving performance established in the previous evaluation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment fully and specifically, justifying sections previously marked “Excels,” “Needs Improvement,” or “Unsatisfactory.” Comments shall include a statement of overall assessment of Section V. Attach additional pages if necessary.

COMMENTS:

SECTION VI. OVERALL ASSESSMENT

(All DSPS Specialists must be evaluated in this section.)

This section is to be assessed by peer evaluators. In making this assessment, evaluators should consider performance on all previous individual criteria, as well as criteria in groups. A ranking of “Meets Criteria” or better must be achieved in each section in order to receive a ranking of “Meets Criteria” or better for the overall evaluation.

OVERALL ASSESSMENT	E	M	I	U
1. Performs at an overall level which can be assessed as:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comment fully and specifically, justifying an overall evaluation of “Needs Improvement” or “Unsatisfactory.” A summary of the peer review committee’s findings and recommendations should be described below or attached. Comments shall include a statement of assessment of Section VI. Attach additional pages if necessary.

COMMENTS:

FACULTY PERFORMANCE NARRATIVE REVIEW

(Attach additional pages, if necessary)

Commendations:

Recommendations:

SECTION VII. PLAN FOR IMPROVEMENT. Applicable only when the overall evaluation is “Needs Improvement” or “Unsatisfactory.”

Applicable Signatures:

Peer Evaluator Date

Director, DSPS Date

Peer Evaluator Date

DSPS Specialist Date

The above-signed individuals have read and discussed this evaluation. DSPS Specialist's signature acknowledges receipt of a copy of the evaluation document. It does not necessarily signify agreement. The DSPS Specialist has ten days to respond in writing to this evaluation, if desired.