

**CUESTA COLLEGE**  
**HEALTH SERVICES FACULTY**

**DIVISION TENURE COMMITTEE / PEER REVIEW COMMITTEE EVALUATION FORM**

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. 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.

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

**INSTRUCTIONS FOR EVALUATORS:**

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 Division Tenure Committee/Peer Review Committee, the Division Chair or manager’s faculty designee, and the faculty member being evaluated review and sign the performance narrative review sheet. A copy of the completed and signed evaluation **must be given to the faculty member being evaluated during the post-evaluation conference meeting**.
4. The Division Tenure Committee/Peer Review Committee must submit **one** composite evaluation form representing the committee’s consensus to the Division Chair (or manager’s faculty designee where there is no Division Chair). Section II should be completed by the Division Chair (or manager’s faculty designee where there is no Division Chair) **in consultation with the chair** of the Division Tenure Committee/Peer Review Committee, and then the completed evaluation will be combined with the dean/director’s evaluation.
5. 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).

<b>Strongly agree</b>	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.
<b>Agree</b>	This rating implies that the individual's performance consistently meets the standards for the given criteria. The individual is consistently effective and productive.
<b>Somewhat agree</b>	This rating implies that the individual’s performance often meets the standard. The individual is effective and productive.
<b>Disagree (needs improvement)</b>	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.

<b>Strongly disagree (unsatisfactory)</b>	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.
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## SECTION I: Peer to Peer Evaluation of Health Services Faculty

(Please mark N/A for any of the items that do not apply)

**1. This nurse is prepared and organized.**

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

**2. This nurse presents health information and student education clearly and appropriate to assessment.**

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

**3. This nurse shows respect for students in a non-judgmental manner.**

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

**4. This nurse assists students in a confidential and professional manner.**

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

**5. This nurse demonstrates currency and appropriate depth of knowledge in discipline.**

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

**6. This nurse encourages student questions regarding their health assessment..**

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

**7. This nurse provides appropriate assessment, treatment, counseling, information and referrals for student health related issues.**

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

**8. This nurse completes appropriate documentation in the student health chart in a timely manner. This documentation should include a brief student history, physiologic findings, nursing assessment and the treatment plan.**

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

**9. This nurse teaches students to appreciate different perspectives on health related issues and problem solving methods.**

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

**10. This nurse protects privacy of information and confidentiality of student health medical records per regulatory guidelines.**

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

## SECTION II: Division Chair or Manager's Faculty Designee Evaluation of Faculty

(Please mark N/A for any of the items that do not apply. Statements 1-9 should be done in consultation with Chair of Evaluation Committee)

1. **This nurse 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
2. **This nurse participates in professional activities related to the area of specialization and to pedagogy (professional development).**  
1.  strongly agree 2.  agree 3.  somewhat agree 4.  disagree 5.  strongly disagree 6.  N/A
3. **This nurse maintains a productive working relationship with students.**  
1.  strongly agree 2.  agree 3.  somewhat agree 4.  disagree 5.  strongly disagree 6.  N/A
4. **This nurse addresses student concerns/academic needs in a timely and constructive manner.**  
1.  strongly agree 2.  agree 3.  somewhat agree 4.  disagree 5.  strongly disagree 6.  N/A
5. **This nurse is regularly available for help during posted office hours (not required for part-time instructors).**  
1.  strongly agree 2.  agree 3.  somewhat agree 4.  disagree 5.  strongly disagree 6.  N/A
6. **This nurse adheres to the approved catalog course outline.**  
1.  strongly agree 2.  agree 3.  somewhat agree 4.  disagree 5.  strongly disagree 6.  N/A
7. **This nurse respects confidentiality of information from and about students.**  
1.  strongly agree 2.  agree 3.  somewhat agree 4.  disagree 5.  strongly disagree 6.  N/A
8. **This nurse treats students respectfully.**  
1.  strongly agree 2.  agree 3.  somewhat agree 4.  disagree 5.  strongly disagree 6.  N/A
9. **This nurse begins and ends class on time.**  
1.  strongly agree 2.  agree 3.  somewhat agree 4.  disagree 5.  strongly disagree 6.  N/A
10. **This nurse 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
11. **This nurse 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
12. **This nurse attends required division meetings.**  
1.  strongly agree 2.  agree 3.  somewhat agree 4.  disagree 5.  strongly disagree 6.  N/A
13. **This nurse meets divisional and/or college-wide committee/governance obligations (see Article V of current CCFT contract).**  
1.  strongly agree 2.  agree 3.  somewhat agree 4.  disagree 5.  strongly disagree 6.  N/A
14. **This nurse 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
15. **This nurse maintains the scheduled days and class/service hours.**  
1.  strongly agree 2.  agree 3.  somewhat agree 4.  disagree 5.  strongly disagree 6.  N/A
16. **This nurse gives final exams in accordance with the official schedule unless permission has been received from 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
17. **This nurse shares in the divisional workload (not applicable to part-time faculty).**  
1.  strongly agree 2.  agree 3.  somewhat agree 4.  disagree 5.  strongly disagree 6.  N/A
18. **This nurse 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



