

CUESTA COLLEGE
STUDENT DEVELOPMENT 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.

Employee:			Semester:		
<input type="checkbox"/> Regular Tenured <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>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 #:	Course Name:	CRN:

INSTRUCTIONS FOR EVALUATORS:

1. The attached forms are to be used in the evaluation of the performance of tenured, tenure-track, or temporary faculty member.
2. All instructional faculty are to be evaluated pursuant to Evaluation Form 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 (C.B.A. 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 (VIII). 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** (C.B.A. 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.
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SECTION I: Peer to Peer Evaluation of Student Development Faculty

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

1. This coordinator makes good use of meeting time.

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

2. This coordinator is prepared and organized.

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

3. This 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

4. This 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

5. This coordinator clearly articulates goals and objectives.

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

6. This 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

7. This coordinator creates a positive learning environment.

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

8. This 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

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

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

10. This coordinator presents information clearly and effectively.

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

11. This coordinator responds productively to student questions.

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

12. This 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

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 1-6 should be done in consultation with the chair of the Division Tenure/Peer Review Committee/

1. **This coordinator 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 coordinator maintains a good working relationship with students.**
 1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

3. **This coordinator 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

4. **This coordinator adheres to the course outline.**
 1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

5. **This coordinator respects student confidentiality.**
 1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

6. **This coordinator begins and ends class on time.**
 1. strongly agree 2. agree 3. somewhat agree 4. disagree 5. strongly disagree 6. N/A

7. **This coordinator 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

8. **This coordinator 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

9. **This coordinator 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

10. **This coordinator 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

11. **This coordinator 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

12. **This coordinator gives final exams in accordance with the official schedule (see section III of the Faculty Manual) 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

13. **This coordinator 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

SECTION VIII. FACULTY PERFORMANCE NARRATIVE REVIEW

Comment fully and specifically, justifying the overall evaluation. A summary of the Division Tenure Committee's/peer review committee's findings and recommendations should be described below or attached. Comments shall include a statement of assessment of Section VII. Attach additional pages if necessary.

Written comments are required for a minimum of 1 of the 3 areas below.

Commendations:**Considerations:****Recommendations:**

SECTION IX. PLAN FOR IMPROVEMENT. Applicable only when the overall evaluation is “**Disagree**” (Needs Improvement) or “**Strongly Disagree**” (Unsatisfactory).

