

ARTICLE 6: Evaluation

- 6.1 To assure the highest quality educational programs and services, Unit Members shall be observed and evaluated.
- 6.2 Definitions
 - 6.2.1 An "Evaluatee" is the Unit Member being evaluated.
 - 6.2.2 An "Evaluator" shall be the CIO or CSSO or managerial designee for the evaluatee. Per Education Code Section 87663(c), the evaluation shall include a peer review process.
 - 6.2.3 A "peer reviewer" may be either a part-time or a full-time faculty member from the part-time faculty member's division.
 - 6.2.4 An "Observation" is a continuous period of thirty (30) minutes or longer during which the evaluator or peer reviewer observes the Unit Member in the performance of his or her duties.
 - 6.2.5 A working "day" is defined as any calendar day during the fall or spring terms that the central administrative offices of the District are normally scheduled to be, and actually are, open for business.
- 6.3 Scheduling and Frequency
 - 6.3.1 A Unit Member shall be evaluated by students during the first regular semester of employment and during the third and fifth semesters of employment.
 - 6.3.2 A Unit Member may be evaluated any semester that the Unit Member is employed, but not less than once in a six-semester period.
 - 6.3.3 Observations for the purpose of evaluation must be held during any scheduled class or non-teaching assignment. An evaluatee shall be notified by the CIO or CSSO or designee five (5) working days in advance of an observation. The notification shall include a copy of a blank evaluation form (See Appendix B). Observations shall be conducted no earlier than the third week of classes and no later than the thirteenth (13th) week of the semester.
 - 6.3.4 Within five (5) days after discussing the observation with the reviewer, the Evaluatee may also have the option of requesting a second observation in the event that he or she has serious concerns with the initial observation.
 - 6.3.5 The District reserves the right to make unannounced visits to a classroom or non-instructional worksite.
- 6.4 General Evaluation Procedures
 - 6.4.1 Unit Members shall be evaluated according to criteria established by the District and the Union.
 - 6.4.2 The Unit member shall also be notified that the Evaluator or designee will conduct student evaluations of the Unit Member's performance.
 - 6.4.3 As a peer reviewer, a part-time or full-time faculty member within the Unit Member's division shall perform a classroom, library, or counseling observation

of student contact activities for at least thirty (30) minutes. If a part-time or full-time faculty member from within the Unit Member's division is not available to perform the peer review, the District shall select a peer reviewer from a related discipline.

- 6.4.4 After all of the evaluation components have been completed, the CIO or CSSO or designee shall prepare a final evaluation report that includes the peer review report, the observation report, and a summary of student evaluations.
- 6.4.5 After the final evaluation report has been completed, the CIO or CSSO or designee shall meet to discuss with the Unit Member the results of the evaluation.
- 6.4.6 The evaluation report shall require the signatures of the Evaluatee as well as of the Evaluator. The Evaluatee's signature shall signify receipt of a copy of the evaluation, not necessarily his or her agreement with its content. The evaluation report shall be placed in the Unit Member's personnel file.
- 6.4.7 In the event that the Evaluatee disagrees with the evaluation, he or she may submit within ten (10) working days after signing the report a statement of exception to the Office of Human Resources. The statement of exception shall be stapled to the original evaluation and become part of the Unit Member's personnel file.
- 6.4.8 A Unit Member shall be evaluated for any instructional or non-instructional assignment. However, subsequent to the Unit Member's initial evaluation, he or she shall not be evaluated in more than one assignment during any given semester.

APPENDIX B

Evaluation Forms

(see Article 6)

Priority for Administering Evaluations

The parties agree that adjunct faculty will be evaluated in the following priority:

1. Those eligible for priority list who have been employed for three academic years.
 - a. Those unit members who have received only one prior evaluation.
 - b. Those unit members who teach only in one semester of the academic year or who taught 8-week courses at the end of the semester.
 - c. Those unit members who have not received any evaluation, but are qualified.
 - d. Those unit members who have worked for the district for 2.5 years
2. Newly hired unit members
3. With the exception of spring 2008, all others in the order of FTEFs

**Victor Valley College
Part-Time Faculty
FINAL EVALUATION REPORT**

Date: _____

Name of Evaluatee: _____

Name of Evaluator: _____

Course Title and Class Number: _____

Summary:

Areas of Strength:

Areas for Improvement:

OVERALL RATING

Excellent

Satisfactory

Unsatisfactory

Signature of Evaluator _____ Date _____

*I acknowledge that I have read this final evaluation report and it has been discussed with me.
My signature does not imply that I necessarily agree with the results represented herein.*

Signature of Evaluatee _____ Date _____

*** Add comments on reverse ***

Student Evaluation Process:

1. Student evaluations are placed in faculty mailbox with instructions on the envelope.
2. Faculty member asks for a student volunteer (who is able to deliver the evaluations to the drop box immediately after collecting the evaluations from the students in the class) to administer the evaluation.
3. Faculty member leaves the classroom.
4. Student volunteer administers the evaluation, collects the evaluations, seals them in an envelope, and delivers the envelope to a designated drop box immediately after collecting the evaluations.
5. Faculty receives notice that the evaluation has been received.

Victor Valley College
Part-Time Faculty
CLASS OBSERVATION FORM/PEER REVIEW REPORT

Date of Observation: _____

Name of Evaluatee: _____

Name of Evaluator: _____

Course Title and Class Number: _____

Topic Discussed: _____

A. Prior to the class observation.

1. The evaluatee should send the evaluator the course syllabus and any accompanying materials that the evaluatee would like the evaluator to see.
2. The evaluatee will list below additional items of interest to the evaluatee for the evaluator to specifically observe (e.g. Do I appear to give equal attention to both sides of the classroom? Do I encourage all students to be actively involved in classroom discussions and activities? How does the class perceive the graphing calculator presentation? How does the class respond to the slide presentation on earthquakes?).

B. Answer the following questions regarding the class observation.

Please rate each item on a scale from 1-5, 5 being excellent and 1 being unsatisfactory.

1. The instructor clearly communicates the objectives of the class session.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

2. The instructor's presentation of information is organized.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

3. The instructor motivates students and maintains their interest.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

4. The instructor encourages class participation.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

5. The instructor demonstrates knowledge of the subject matter.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

6. The instructor uses classroom time effectively.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

7. The instructor encourages critical thinking where appropriate.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

8. The instructor's course syllabus is informative and comprehensive.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

9. The instructor's materials are appropriate, useful, and meaningful.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

10. Comments regarding the specific observations requested by evaluate (see section A, number 2).

11. Peer review summary.

C. Class observation follow-up.

The evaluator will meet with the evaluatee after the observation to discuss the results of this observation.

Date of observation

Evaluator

I acknowledge that I read this observation form and it has been discussed with me by the observer. My signature does not imply that I necessarily agree with the results represented in this observation.

Evaluatee

AFT Online Evaluation - 08SP

Evaluate both the course and the instructor by responding to the following questions. Please be thoughtful and candid in your responses. Be assured that you will remain anonymous in this process and that your answers will be given the highest consideration.

Scale for questions 1 - 17:

Strongly Agree

Agree

Disagree

Strongly Disagree

1. The course contributed to my general knowledge and education.
2. Text(s) and other instructional materials were appropriate and useful.
3. Course objectives and grading policies were specifically stated in writing and clearly explained.
4. Amount and types of assigned course work were appropriate.
5. Course content was well organized.
6. Tests and assignments were returned within a reasonable amount of time.
7. Tests were clearly written and related to subject matter.
8. The instructor was knowledgeable and prepared for online sessions.
9. The instructor motivated student interest and intellectual effort.
10. The instructor encouraged students to ask questions and participate in online learning activities.
11. The instructor encouraged individual thinking and differences of opinion.
12. The instructor provided effective online resources.
13. The instructor presented ideas and theories clearly.
14. The instructor was accessible for individual communication.
15. The instructor demonstrated sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientations, and physical and mental disabilities.
16. The instructor provided course materials in a timely manner.
17. I would recommend this instructor.
18. What did you like about this course?
(Open text box)

**Victor Valley College
Part-Time Faculty
OBSERVATION FORM FOR ONLINE CLASSES
PEER REVIEW REPORT**

Date of Observation: _____

Name of Evaluatee: _____

Name of Evaluator: _____

Course Title and Class Number: _____

Topic Discussed: _____

A. Prior to the class observation.

1. The evaluatee provides the evaluator access to the virtual classroom and also to any accompanying materials that the evaluatee would like the evaluator to see.
2. **OPTIONAL:** The evaluatee will list below additional items of interest to the evaluator for the evaluator to specifically observe (e.g., Do I encourage expression of a variety of perspectives? Do I encourage all students to be actively involved in virtual classroom discussions and activities? How effective is my integration of streaming audio or video in my online class? What does student participation in the Group pages that I have designed demonstrate about their effectiveness as learning activities? How do the design elements used in this class, including graphics and pictures enhance and illustrate the presentation of course content?)

B. Answer the following questions regarding the class observation.

Please rate each item on a scale from 1-5, 5 being excellent and 1 being unsatisfactory.

1. The instructor publishes a comprehensive course syllabus that includes learning objectives consistent with the approved course outline.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

2. Course materials published by the instructor in the virtual classroom are accessible and organized.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

3. Course materials published by the instructor in the virtual classroom are current for the term of the evaluation.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

4. Communication tools are available and used frequently for two-way communication between the instructor and students.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

5. The instructor encourages students to ask questions and participate in online learning activities.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

6. The instructor's assignments call for critical thinking.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

7. Online activities and assignments lead to the achievement of the identified student learning outcomes for the course.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

8. Course content published in the virtual classroom demonstrates that the instructor is knowledgeable in the subject matter of the class.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

9. The instructor makes effective use of an appropriate range of online learning tools.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

10. OPTIONAL: List items of interest and comments regarding the specific observations requested by instructor being evaluated (See section A, #2).

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

11. Peer review summary

C. Class observation follow-up.

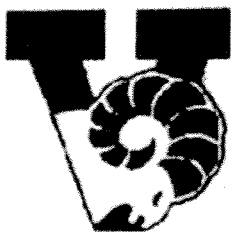
The evaluator will meet with the evaluatee in person, if possible, after the observation to discuss the results of this observation.

Date of observation

Evaluator

I acknowledge that I read this observation form and it has been discussed with me by the observer. My signature does not imply that I necessarily agree with the results represented in this observation.

Evaluatee



Counselor Evaluation

PLEASE USE NO. 2 PENCIL	
RIGHT <input type="radio"/> <input type="checkbox"/> <input type="checkbox"/>	WRONG <input type="radio"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Please do NOT replicate!

WE VALUE YOUR COMMENTS.

We want to find out how Counselors can better assist you. Your opinions will help us improve our services and better meet your needs. Please complete each item and then return this form in a sealed envelope as directed. Thank you.

- 1. Counselor was helpful and professional.
- 2. Counselor knew what he/she was talking about or suggested how to obtain the appropriate information.
- 3. I received the information or services I came for (e.g., information on majors, certificates, transfer programs, career guidance, personal assistance.)
- 4. We discussed what I needed or wanted to know.
- 5. Counselor listened carefully to me.
- 6. Would you seek services from this counselor again?

Strongly Agree	Agree	Disagree	Strongly Disagree

7. If not, why not? (Please explain.) _____

**Victor Valley College
Part-Time Faculty
COUNSELING OBSERVATION FORM/PEER REVIEW REPORT**

Counselor _____ Date _____

Topic of counseling session _____

Name of evaluator _____ Signature _____

A. After observing a counseling session, describe the counselor in each of the following areas.

Please rate each item on a scale from 1-5, 5 being excellent and 1 being unsatisfactory.

1. The counselor demonstrates in-depth knowledge and experience when providing academic, career, and personal counseling.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

2. The counselor presents information in a clear, organized, and informative manner.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

3. The counselor demonstrates interest, enthusiasm, and patience when communicating with students.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

4. The counselor maintains a mutually respectful relationship with students.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

5. The counselor provides an environment to promote the active role of the student as a learner.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

6. The counselor summarizes the session as well as provides appropriate referrals and/or recommended follow-up.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

7. Comments regarding the specific observations.

B. Counseling observation follow-up.

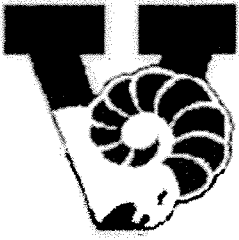
The evaluator will meet with the evaluatee after the observation to discuss the results of this observation.

Date of observation








Evaluator

I acknowledge that I read this observation form and it has been discussed with me by the observer. My signature does not imply that I necessarily agree with the results represented in this observation.

Evaluatee



Librarian Evaluation

PLEASE USE NO. 2 PENCIL	
RIGHT   	WRONG    

Please do NOT replicate!

WE VALUE YOUR COMMENTS.

We want to find out how Librarians can better assist you. Your opinions will help us improve our services and better meet your needs. Please complete each item and then return this form in a sealed envelope as directed. Thank you.

- 1. Librarian was helpful and professional.
- 2. Librarian knew what he/she was talking about or suggested how to obtain the appropriate information.
- 3. I received the information or services I came for.
- 4. We discussed what I needed or wanted to know.
- 5. Librarian listened carefully to me.
- 6. Would you seek services from this librarian again?

Strongly Agree	Agree	Disagree	Strongly Disagree
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. If not, why not? (Please explain.) _____

**Victor Valley College
Part-Time Faculty
LIBRARIAN OBSERVATION FORM/PEER REVIEW REPORT**

Librarian _____ Date _____

Nature of activity being observed _____

Name of observer _____

A. After observing the librarian in a work setting for at least 30 minutes, describe the librarian in each of the following areas:

How does the librarian maintain a mutually respectful relationship with students? With faculty and staff?

How does the librarian demonstrate interest and enthusiasm when communicating with students? With faculty and staff?

Please rate the librarian on each item on a scale from 1-5, 5 being excellent and 1 being unsatisfactory.

1. The librarian demonstrates familiarity with library operations and services.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

2. The librarian presents and communicates information in a clear, well-organized manner.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

3. The librarian uses appropriate methods and materials.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

4. The librarian presents or communicates information fairly and objectively.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

5. The librarian provides an environment where persons of diverse cultural and ethnic backgrounds become partners in learning.

<i>Excellent</i>	<i>Above Average</i>	<i>Satisfactory</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
5	4	3	2	1

Additional comments/suggestions:

B. Librarian observation follow-up.

The evaluator will meet with the evaluatee after the observation to discuss the results of this observation.

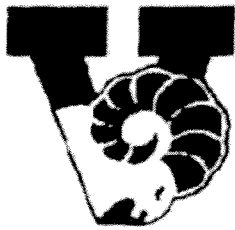
Date of observation

Evaluator

I acknowledge that I read this observation form and it has been discussed with me by the observer. My signature does not imply that I necessarily agree with the results represented in this observation.

Date

Evaluatee



**Dr. Prem Reddy School of Health Sciences
Victor Valley Community College
STUDENT EVALUATION FOR CLINICAL
& SKILLS LAB INSTRUCTORS**

RIGHT <input type="radio"/> <input type="checkbox"/> <input type="checkbox"/>	WRONG <input type="checkbox"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
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Please do NOT duplicate!

Directions: Read each item carefully and decide how you would rate your instructor for this clinical rotation.

The clinical instructor:

- ☐ 1. Provides an adequate orientation to the clinical site.
- ☐ 2. Demonstrates helpfulness to students with questions, concerns, or problems by clarifying objectives and criteria of the clinical rotation.
- ☐ 3. Assists with selecting student workload when necessary to provide "hands on" learning experiences to meet clinical rotation objectives.
- ☐ 4. Demonstrates the ability to stimulate critical thinking by adding appropriate questions and receiving effective feedback.
- ☐ 5. Demonstrates flexibility in planning and executing learning objectives by presentation of the subject matter in a clear, logical, and organized manner.
- ☐ 6. Demonstrates the ability to effectively communicate and encourage students to apply theory to clinical situations.
- ☐ 7. Provides an atmosphere that is conducive to student learning, easily accessible, and acts as a role model.
- ☐ 8. Promotes learning in post rotation conferences and evaluations via exchange of ideas.

						Not Applicable
						Strongly Disagree
						Disagree
						Agree
						Strongly Agree

☐ 9. Overall Rating: Outstanding Satisfied Neutral Dissatisfied Poor

Instructor's Name: _____

☐ Course of Study: RN RT MA NA Paramedic/EMT

☐ Term: Fall Spring Summer Year: _____

Comments:

Clinical and Skills Lab Instructor
Observation Form
is needed here