

**CUESTA COLLEGE  
INSTRUCTIONAL 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.

<b>Employee:</b>			<b>Semester:</b>		
<input type="checkbox"/> <b>Regular Tenured</b> <input type="checkbox"/> <b>Tenure-track</b> - <i>How many semesters taught at Cuesta:</i> <input type="checkbox"/> <b>Temporary</b> <input type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b> - <i>How many semesters taught at Cuesta:</i> <input type="checkbox"/> <b>Temporary without assignment rights</b> - <i>How many semesters taught at Cuesta:</i>					
<b>Evaluator(s):</b>	<b>Observation Date:</b>	<b>Time:</b>	<b>Room #:</b>	<b>Course Name:</b>	<b>CRN:</b>

**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** (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 frequently 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; 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.

**SECTION I: Peer to Peer Evaluation of Instructional Faculty**  
**(Please mark N/A for any of the items that do not apply)**

**1. This instructor makes effective use of class time.**

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

**2. This instructor is prepared and organized.**

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

**3. This instructor's syllabus is in accordance with division standards and clearly explains course requirements and grading policy.**

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

**4. This instructor teaches 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 instructor's tests or projects fairly assess the course material.**

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

**6. This instructor's tests or projects effectively measure students' knowledge and skills.**

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

**7. This instructor clearly articulates goals and objectives for assignments, tests and other course material.**

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

**8. This instructor provides timely and helpful feedback on student work and progress in the course.**

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

**9. This instructor creates a supportive learning environment.**

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

**10. This instructor 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

**11. This instructor uses challenging ideas and fosters critical thinking.**

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

**12. This instructor presents information and assignments clearly and effectively.**

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

**13. This instructor responds productively to student questions.**

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

**14. This instructor demonstrates enthusiasm for and interest in the subject matter.**

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 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
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
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
4. **This instructor adheres to the course outline.**  
1.  strongly agree 2.  agree 3.  somewhat agree 4.  disagree 5.  strongly disagree 6.  N/A
5. **This instructor respects student confidentiality.**  
1.  strongly agree 2.  agree 3.  somewhat agree 4.  disagree 5.  strongly disagree 6.  N/A
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
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
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
9. **This instructor 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
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
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
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
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
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

**SECTION III. ASSESSMENT OF STUDENT EVALUATIONS**

Provide an overall assessment and interpretation of the student evaluations. *Written comments are required.*

**SECTION IV. ASSESSMENT OF PROFESSIONAL DEVELOPMENT**

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

**SECTION V. ASSESSMENT OF INSTRUCTIONAL MATERIALS**

Provide an overall assessment in consideration of course syllabi, graded exams or papers, worksheets, handouts, etc. *Written comments are required.*

**SECTION VI. PROGRESS ON PREVIOUS PLAN FOR IMPROVEMENT.** Applicable only when the previous overall evaluation was “**Disagree**” (Needs Improvement) or “**Strongly Disagree**” (Unsatisfactory).

This section to be assessed by the Division Tenure Committee/Peer Evaluator.

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

<b>PROGRESS ON PREVIOUS PLAN FOR IMPROVEMENT</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Somewhat Agree</b>	<b>Disagree</b> (Needs Improvement)	<b>Strongly Disagree</b> (Unsatisfactory)	<b>N/A</b>
Shows 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"/>	<input type="checkbox"/>

Comment fully and specifically, justifying sections previously marked as “**Disagree**” (Needs Improvement) or “**Strongly Disagree**” (Unsatisfactory). Attach additional pages if necessary.

**COMMENTS:****SECTION VII. OVERALL ASSESSMENT**

(All faculty must be evaluated in this section)

This section to be assessed by the Division Tenure Committee/Peer Evaluator.

<b>OVERALL ASSESSMENT</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Somewhat Agree</b>	<b>Disagree</b> (Needs Improvement)	<b>Strongly Disagree</b> (Unsatisfactory)	<b>N/A</b>
This instructor's performance in most, if not all areas of assessment is satisfactory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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).

Upon completion of this form (with all signatures), the chair of the DTC/Peer Review Committee must submit the following items to the Dean/Director's office:

<input type="checkbox"/> Self Evaluation Form	<input type="checkbox"/> Peer Evaluation Form	<input type="checkbox"/> Student Evaluations
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**Applicable Signatures:**

\_\_\_\_\_ Date

\_\_\_\_\_ Date

\_\_\_\_\_ Date

\_\_\_\_\_ Date  
(If no Division Chair, manager's faculty designee or chair of DTC/Peer Committee)

\_\_\_\_\_ Date

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