



Instructional Faculty and Educational Support Faculty

Evaluation Packet

(See AP 7151 for Complete Evaluation Policy)

Office of Educational Programs

	<p>STEP BY STEP EVALUATION PROCEDURES This document outlines the steps required in the evaluation process. For detailed information about evaluation procedures, please see AP 7151</p>
<p>NOTIFICATION</p>	<p>Regular Contract Tenured Faculty The area dean notifies faculty member by 1st week of the academic year in which their evaluation is due. By the 2nd week the evaluatee shall choose the semester (fall or spring) for the evaluation. The area dean provides evaluation procedure and forms. A copy of the last evaluation will be sent to the evaluatee by the 4th week.</p> <p>Probationary/Temporary Contract Faculty The area dean notifies the department chairperson that the evaluation is due. Copies of previous reports will be supplied to the department chairperson by the 4th week.</p> <p>Management, Coordination, Program Leadership Faculty The area dean notifies the faculty member if the evaluatee is tenured or the department chairperson if the evaluatee is probationary.</p> <p>Part-Time Faculty The area dean shall provide the department chairperson with a list of faculty who must be evaluated the current semester and a copy of the most recent evaluation. By 2nd week of instruction, the department chairperson notifies each evaluatee.</p>
<p>COMMITTEE FORMATION</p>	<p>Regular Contract Tenured Faculty Evaluatee selects the first evaluator from his/her discipline or related discipline. The first evaluator, in consultation with the evaluatee, will select a second evaluator from outside the discipline. Evaluatee notifies department chairperson of committee membership.</p> <p>Probationary/Temporary Contract Faculty Department chairperson will form the evaluation committee as specified in AP 7151 comprised of the following:</p> <ul style="list-style-type: none"> • Department chairperson (or one additional tenured faculty from the discipline/closely related discipline). • The evaluatee (non-voting) • One tenured faculty member from the discipline or closely related discipline • One tenured faculty member from outside the department. • Non-voting area dean/administrative supervisor for years one and two. • At least one faculty member with district online experience if online classes are part of the evaluatee's responsibility. <p>Management, Coordination, Program Leadership Faculty The committee selection and composition shall follow the guidelines for the appropriate evaluation category as per AP 7151.</p> <p>Part-Time Faculty The committee shall consist of the department chairperson or designee and the evaluatee.</p>
<p>EVALUATION PLANNING</p>	<p>Regular Contract Tenured Faculty By the end of 6th week, the committee confers (in person or electronically) to select a chairperson, review evaluation procedure, assign responsibilities for observations and distribution of student/client surveys, and set timeline. Review evaluatee's most recent evaluation and course materials.</p> <p>Probationary/Temporary Contract Faculty By the end of 6th week, committee members confer to select a chairperson, review evaluation procedure, assign responsibilities for observations and distribution of student/client surveys, and establish timeline. Review copies of previous evaluation reports.</p> <p>Management, Coordination, Program Leadership Faculty Area dean shall provide a "pool" list of suggested student/clients to committee for selection by consensus of the committee and evaluatee. Student/client surveys may be customized with approval of Academic Policies committee.</p> <p>Part-Time Faculty The evaluator communicates with the evaluatee regarding the materials the evaluatee needs to provide and to set up times for observation and student/client surveys. At the discretion of the department, other materials may be requested by the evaluator as described in AP 7151. If additional activities are adopted in a department's part-time evaluation procedure, the activities shall be written and communicated to adjunct faculty members before the evaluation commences.</p>
<p>COLLECTION OF EVALUATION DATA</p>	<p>Regular Contract Tenured Faculty Committee chairperson obtains the dean's comment form prior to the final committee meeting. Committee members (other than evaluatee) collect data from evaluatee's students/clients; each evaluator observes evaluatee in performance of his/her duties for minimum 50 minutes per AP 7151. Data obtained must, at a minimum, include:</p> <ul style="list-style-type: none"> • Faculty Responsibilities Checklist completed and signed by department chairperson • Dean's Comment Form completed and signed by area dean • Athletic Director comments (if the evaluatee is an athletic coach) • Student/client surveys from each of evaluatee's sections (or otherwise for non-instructional faculty), summarized as specified in AP 7151. • Written comments from evaluators • Course syllabi, assignments, and other relevant course/job performance materials at the discretion of the department. • Evidence of regular, effective, substantive faculty-student contact if online courses. [over]

<p>COLLECTION OF EVALUATION DATA (continued)</p>	<p>Probationary/Temporary Contract Faculty The process is the same as the Regular Contract Tenured Faculty above, except that the committee members will observe each section for a minimum of 50 minutes as per AP 7151.</p> <p>Management, Coordination, Program Leadership Faculty Committee members collect student/client survey information and observe evaluatee in performance of his/her duties for minimum of 50 minutes each and provide a narrative summary as specified in AP 7151.</p> <p>Part-Time Faculty Evaluator sends required Faculty Responsibilities Checklist to department chairperson as early as possible to allow adequate time for response. The evaluator reviews a copy of the most recent evaluation report. Evaluator observes evaluatee in the performance of his/her duties for a minimum of 50 minutes and collects data from student/client surveys. Evaluator with District online experience will evaluate pedagogy used in delivery of online classes and evidence of regular, effective, and substantive faculty-student contact if online course.</p>
<p>REVIEW OF INFORMATION COLLECTED</p>	<p>Regular Contract Tenured Faculty ~ Probationary/Temporary Contract Faculty ~ Management, Coordination, Program Leadership Faculty Committee members review all information collected and discuss findings. Committee decides rating of evaluatee's performance as "satisfactory," "needs improvement," or "substandard" as specified in AP 7151.</p> <p>Part-Time Faculty Evaluator reviews all information collected and determines rating of evaluatee's performance as "satisfactory," "needs improvement," or "substandard" as specified in AP 7151. The determination shall be made by the evaluator in consultation with the department chairperson (or if the department chairperson is the evaluator, with another full-time member in the department or related discipline).</p>
<p>PREPARE THE REPORT</p>	<p>Regular Contract Tenured Faculty Committee chairperson prepares the final report which must include, at a minimum, as described in AP 7151:</p> <ul style="list-style-type: none"> • The Faculty Evaluation Summary form with signatures of evaluatee and committee members. If the faculty member is an athletic coach, the Athletic Director shall also sign in acknowledgement that the evaluation has been completed • Faculty Responsibilities Checklist • A compilation of the student/client surveys tabulated and transcribed • Dean's comment form completed and signed by area dean • Athletic Director comments (if the evaluatee is an athletic coach) • Evaluatee's self-evaluation, if applicable • Each evaluators' written comments based on 50-min observation. <p>Probationary/Temporary Contract Faculty The process is the same as the Regular Contract Tenured Faculty above, except that the Evaluatee's self-evaluation is required to be included as specified in AP 7151.</p> <p>Management, Coordination, Program Leadership Faculty The committee will prepare the final report including forms and student/client survey data as per AP 7151.</p> <p>Part-Time Faculty Evaluator prepares the final report which must include, at a minimum, the following as per AP 7151:</p> <ul style="list-style-type: none"> • Faculty Evaluation Summary form signed by the evaluatee, evaluator, and department chairperson. • Faculty Responsibilities Checklist • A compilation of student/client surveys tabulated/transcribed • Evaluator's written comments and evaluation of additional activities approved by the department • Dean's comment form, if applicable and Athletic Director's comments, if applicable. <p>A copy of the evaluation packet is given to the evaluatee.</p> <p>All Faculty Evaluations * Evaluation to be completed by the last day of the semester (last day of finals week) as designated on the District calendar for the semester in which the evaluation is conducted. The evaluation is considered complete when it is signed by the evaluatee and all committee members.</p> <p>*Except for an optional addendum from the evaluatee, no additional information or documents shall be included in the evaluation after it is signed by committee. An evaluatee's addendum must be submitted to the area dean within 10 days of the committee signing the Faculty Evaluation Summary Form. The area dean will inform the committee chair that an addendum was filed.</p>
<p>SUBMIT THE REPORT</p>	<p>The completed evaluation report shall be submitted to the area dean by the 5th business day following the last day of the semester. The dean signs the report as acknowledgement that the evaluation is complete. The report is sent to the Chief Instructional Officer. All final reports are then forwarded to the Human Resources office, except the part-time faculty final reports are kept in the office of the area dean. All persons involved in any evaluation activity are expected to treat information obtained in the course of the evaluation confidentially.</p>

**SANTA BARBARA CITY COLLEGE
FACULTY RESPONSIBILITIES CHECKLIST**

Evaluatee _____ Department _____ Semester/Year _____

Area Dean _____ Department Chairperson _____ Date _____

	Satisfactory	Needs Improvement*	Substandard*	N/A
1. Responsibilities to Students or Clients:				
a. Meets class or appointments as scheduled				
b. Keeps posted office hours (credit instructional faculty)				
c. Distributes a syllabus during the first week of classes that includes the department-approved Course Student Learning Outcomes (instructional faculty)				
d. Provides students with effective services and resources that assist them in the learning process (educational support faculty)				
e. Provides effective counseling/advising services to students and support to faculty (educational support faculty)				
f. Maintains accurate records for tracking and follow-up purposes (educational support faculty)				
2. Responsibilities to Department:				
a. Participates in recruitment, selection, and orientation of new faculty and staff (full-time faculty)				
b. Participates in evaluation of faculty and/or staff by serving on evaluation committees (full-time faculty)				
c. Analyzes Student Learning Outcomes data in order to identify and implement improvement strategies with department faculty (full-time faculty)				
d. Participates in departmental program review (full-time faculty)				
e. Attends department/division meetings (full-time faculty)				
f. Participates in usual and reasonable department duties (full-time faculty)				
g. Provides work direction and supervision to short-term employees and student workers (educational support faculty)				
3. Responsibilities to District (based on data provided by area dean):				
a. Returns textbook orders on time (instructional faculty)				
b. Assesses and reports Student Learning Outcomes (SLOs)				
c. Reports personal absences and makes reasonable efforts to find a qualified substitute				
d. Fulfills college service requirements (e.g., serves on college committees, club sponsorship, department chairing, etc.) (full-time faculty)				
e. Fulfills professional development hours (credit faculty)				
f. Complies with district policies and procedures				
g. Submits drop and census rosters on time				
h. Gives final exams as scheduled (credit faculty)				
i. Submits final grades and/or positive attendance records on time				

* If any needs improvement or substandard comments are indicated, all information substantiating any needs improvement or substandard checkmark shall be included with this form.

[OVER]

**SANTA BARBARA CITY COLLEGE
FACULTY EVALUATION SUMMARY***

Evaluatee: _____ Department: _____ Semester/Year: _____

Status: ___ Contract (Probationary) ___ Master Teacher ___ Part-Time ___ Regular (Tenured) ___ Temporary Contract

Overall Evaluation:

_____ **Satisfactory** with regard to each of the applicable District Performance Criteria

_____ **Needs Improvement** with regard to each of the applicable District Performance Criteria
(Include Plan for Improvement as outlined in AP 7151 Evaluation of Faculty.)

_____ **Substandard** with regard to each of the applicable District Performance Criteria
(Include Plan for Improvement, when applicable, as outlined in AP 7151 Evaluation of Faculty.)

Acknowledgment of Receipt:

Evaluatee: _____ Date: _____

By signing above, the evaluatee acknowledges: I have received this evaluation and understand that I have ten days from this date to submit to my area dean an optional addendum to the evaluation packet. My signature does not necessarily indicate agreement with the content.

Evaluator: _____ Date: _____
(Committee Chair) Name, Title, Department

Evaluator: _____ Date: _____
Name, Title, Department

Evaluator: _____ Date: _____
Name, Title, Department

Received & Forwarded: _____ Date: _____
Department Chair

Received: _____ Date: _____
Dean

Received: _____ Date: _____
Executive Vice President, Educational Programs

Received: _____ Date: _____
Human Resources

Next Evaluation Due: _____

* Except for an optional addendum from the evaluatee, no additional information or documents shall be included in the evaluation after the summary form is signed.

Evaluation Summary for Regular (Tenured), Contract (Probationary) and Temporary Faculty
(Academic Policies Committee 2-26-16; Academic Senate 9-14-2016)

STUDENT EVALUATION OF INSTRUCTOR

INSTRUCTIONS

Please return the **original** scan forms only. Copies cannot be scanned and cannot be accepted.

Written responses on the back of the form are to be typed by the evaluator and emailed to the division dean's administrative assistant.

Please send the completed Student Evaluation of Instructor forms in a manila envelope to the assistant of the dean in your division. She/he will log in the evaluation and forward for processing. The evaluations will be scanned and appropriate data calculated. The packets will then be returned to the division dean's administrative assistant. Please include this form with the surveys.

PLEASE TYPE STUDENTS' WRITTEN COMMENTS BEFORE SUBMITTING

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Evaluatee: _____ Department: _____

Evaluatee Status: Contract _____ Temporary contract _____ Hourly _____

Semester/Year: _____

Course title (*i.e.*, ENG 100): _____ Section number: _____

Date submitted to division dean (Admin Assistant): _____

Date submitted for processing: _____

Person to whom summary results should be provided: _____

Date of final committee meeting, if known (or date by which summary results are needed): _____