

APPENDIX B



PART-TIME FACULTY EVALUATION

Distribution: Original to Human Resources - Copy to Employee - Copy to Department

PLEASE PRINT OR USE FILLABLE FORMAT

Evaluation Period: _____ <i>Semester / Academic Year</i>		
Evalued: _____	Employee I.D. # _____	Department: _____
This hourly academic employee was evaluated in accordance with the provisions of the CHI Master Agreement and determined to be:		
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
Comments:          		
_____ Signature of Evaluator	_____ Printed Name	_____ Date
_____ Signature of Reviewer	_____ Printed Name	_____ Date
_____ Signature of Area Dean	_____ Printed Name	_____ Date
This report has been discussed with me. Signing this form does not necessarily mean that I agree with this performance rating.		
_____ Signature of Employee	_____ Printed Name	_____ Date

Evaluatee: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

**PART-TIME FACULTY EVALUATION**

<b>Professional Competence</b>		<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>N/A</b>
1.	Demonstrates professional knowledge in their field of preparation/instruction during the performance of assigned duties and presents information clearly and effectively.				
2.	Comes prepared for class or assignment and organizes lessons and activities to meet student needs.				
3.	Supports equity and diversity in their courses and adheres to content and objectives of the Course Outline of Record (COR).				
4.	Demonstrates a commitment to cultural competence and equity-minded teaching practices.				
5.	Exercises prudent, reasonable, and impartial judgment in reaching decisions, resolving problems, and evaluating the work of others.				
<b>Professional Activities</b>		<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>N/A</b>
1.	Maintains currency in the discipline/area of responsibility.				
2.	Accepts differences of opinions and attitudes by peers, students, and administrators as important to an educational institution.				
3.	Evaluates their own performance, seeks appropriate assistance when it is needed and accepts constructive suggestions for improvement in the assignment.				
4.	Demonstrates involvement with student learning outcomes assessment, analysis, and taking appropriate action, when necessary.				
5.	Demonstrates regular and effective contact with and between students in online instruction.				

Evaluee: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

Professional Responsibilities		Satisfactory	Needs Improvement	Unsatisfactory	N/A
1.	Utilizes effective pedagogical techniques, including a demonstrated commitment to cultural and equity competence, in order to enhance the communication of ideas and promote optimal learning, critical thinking, and performance skills.				
2.	Meets promptly and effectively all contractual obligations to the District, including turning in grades, attendance, and other reports on time; develops and distributes a course syllabus no later than the second week of class.				
3.	Encourages the development of an equitable environment in which the dignity and individuality of others are respected.				
4.	Plans and organizes effectively the work involved in the assignment.				
5.	Follows up on responsibilities to students and staff maintaining professional communication and mutual respect.				
6.	Demonstrates the conscientious use, care, and protection of District property, supplies and equipment.				
	<b>TOTALS:</b> <i>If the part-time faculty member also has an athletic coaching assignment, please continue and tabulate all section columns on page 4 under "Coaching Assignment"; if not, please tabulate columns and indicate totals here</i>				

Evaluatee: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_

<b>Coaching Assignment (to be completed <u>only</u> if the faculty member's assignment includes coaching)</b>		<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>N/A</b>
1.	Establishes and adheres to a schedule of scrimmages, practices, and competitions; and holds team meetings as needed.				
2.	Submits in a timely manner schedules for practice and competitive events to the dean/athletic director for approval.				
3.	Attends and coaches assigned practices and competitions.				
4.	Creates player development plans.				
5.	Maintains professional conduct in relation to all attendees and participants during competitive events.				
6.	Notifies the appropriate offices when an event has been postponed or cancelled.				
7.	Coordinates transportation, meals, and lodging for the team when necessary.				
8.	Cooperates with the athletics department in maintaining adequate and accurate records.				
9.	Complies with the recruiting guidelines established by the college administration and the California Community College Athletic Association (CCCAA).				
10.	Adheres to the athletic department academic eligibility procedures for student athletes.				
11.	Develops and implements a comprehensive recruiting plan.				
12.	Cooperates with athletic counselor(s) and other appropriate staff in support of the academic success of student athletes.				
13.	Maintains contact with student athletes during the off-season and summer months.				
<b>TOTALS:</b> <i>If the part-time faculty member has an athletic coaching assignment, please tabulate all section columns (including previous pages) and indicate totals here</i>					