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Palomar College, Tenure and Evaluations

SELF-EVALUATION FORM, Temporary Full-Time Faculty

[Signature]
12/4/18

Name: _____

Department: _____

Palomar College Mission Statement

Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. As a comprehensive community college, we support and encourage students who are pursuing transfer-readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education. We are committed to helping our students achieve the learning outcomes necessary to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever-changing world.

As a faculty member striving for excellence, you are asked to reflect on your own work in relation to the College's mission. Using the Mission Statement as a prompt, please consider the following:

1. In what ways do you contribute to the success of our diverse student body, and how do these contributions help our students achieve the learning outcomes noted in the College mission? Consider your teaching, student contact, curriculum development, student support activities, development and assessment of student learning outcomes or other formative assessment, etc.

2. Describe your institutional service (e.g., teaching, committee work, department collaboration and curriculum development, student advising, etc.). How does your service contribute to the success of our "comprehensive community college"?

Approved by TERB 10 Sept 2018. Approved by PFF 14 Sept 2018.

3. Describe your participation in professional and community activities (e.g., conferences, publishing, research, course work, professional organizations, community service, etc.). How does your participation contribute to your development as a professor and faculty member?

4. How would you like to focus your energies as a professor and faculty member? (e.g., describe goals for teaching, Professional Development, student contact, shared governance, currency in your discipline, etc.)

5. What support do you need from the college in order to achieve your goals?

Please attach a copy of the Professional Development (PD) activities you have completed thus far for the current academic year.

Approved by TERB 10 Sept 2018. Approved by PFF 14 Sept 2018.

PROFESSOR EVALUATIONS REVIEW COMMITTEE CHECKLIST FOR EVALUATION PACKET

Evaluations Committee Chair, please check each item off when completed. Please make sure that all of the items listed below are in the evaluation packet before submitting the packet to the Tenure and Evaluations Coordinator.

Evaluations Review Report: _____

Self-Evaluation Form with Professional Development: _____

Student Evaluations:

Please provide a color copy of student evaluations
after grades have been posted.
(It is no longer necessary to submit a copy to TERB)

3 Class Observation Forms _____

A Free-Form Letter Written by the Dept Chair: _____
(The chair cannot delegate this letter.)
palomar.edu/pages/tenureandevaluations/first-year-forms

Syllabi, Exams, etc. (sample) _____

Committee Members' Signatures on Final Report: _____

Evaluee's Signature on Final Report: _____

Report Sent to the Tenure & Evaluation Office: _____

All forms can be found on the TERB website at: <http://www.palomar.edu/tenureandevaluations/>

Approved by TERB 10 Sept 2018. Approved by PFF 14 Sept 2018.

Palomar College, Tenure and Evaluations

Probationary Faculty Spring Semester Review, Meeting Confirmation

Please complete this form and submit it to the TERB Office as per the TERB calendar.

Name of Evaluatee: _____

Evaluation Committee Chair or Evaluator: _____

Committee Members present (at least one Committee Member, besides the Chair, must be present for the Spring Review):

Date of Meeting with Evaluatee: _____

Time of Meeting _____ Length of Meeting: _____

Agenda for the Meeting: To Discuss the Spring Semester Student Evaluations

Notes, Comments, Observations (attach additional pages if necessary):

Other Topics: _____

Recommended by the Tenure & Evaluations Review Board, Spring 2013,
for use in Probationary Faculty Evaluations, Fall 2013.

Signatures:

Committee Chair/Evaluator: _____ Date: _____

Additional Committee Member(s) _____

Tenure & Evaluations Coordinator _____

My signature acknowledges that I have attended a meeting to review the evaluations results. It does not mean that I agree or disagree with this evaluation.

As an evaluatee, I am aware that within 10 business days I have the right to submit a written response to this Spring Semester Review to the TERB Office (AA-112). The 10-day response period begins on the day I sign this form. I am also aware that this form and my response, if any, will become part of my personnel file.

Evaluee: _____ Date: _____

Review Report Guidelines

Writing an evaluation Review Report concludes a thoughtful consideration of a peer's performance. The report consists of a series of evaluation summaries, so care must be taken to ensure that each summary is factually based and includes the evidence and reasoning that the evaluator used to reach a specific performance rating decision. The facts and analysis used in the report must justify the conclusions reached by the Evaluator. Responses must specifically address criteria listed on the evaluation report form.

To assist you in filling out the evaluation report, listed below are the components relevant to each question.

1. The professor establishes a classroom or online environment that promotes the active role of students as learners, encouraging questions and other forms of participation.
 - a. Classroom observation / Online course observation
 - b. Self Evaluation Form
 - c. Student evaluations
 - d. Professional Development contract

2. The professor treats students with respect, demonstrating a willingness to work with a diverse student body.
 - a. Classroom observation / Online course observation
 - b. Student evaluations

3. The professor teaches a course that is appropriately organized, with clearly-stated objectives in keeping with the Course Outline of Record.
 - a. Course materials
 - c. Classroom observation / Online course observation
 - d. Student Evaluations

4. The professor demonstrates subject matter expertise.
 - a. Course Materials
 - b. Professional Development Contract
 - c. Professional Improvement Form
 - d. Classroom observation / Online course observation
 - e. Student evaluations

5. The professor is proficient at integrating appropriate material and methods into the classroom or the online environment.
 - a. Classroom observation / Online course observation
 - b. Course materials (including Course Outline of Record)
 - c. Student evaluations

6. The professor communicates in a clear, informative, and professional manner.
 - a. Classroom observation
 - b. Student evaluations
 - c. Course materials

7. The professor designs fair and clearly stated grading policies that promote high standards for student work.
 - a. Classroom observation
 - b. Student evaluations
 - c. Course materials

8. The professor provides fair and reasonably prompt evaluation of student work.
 - a. Classroom observations
 - b. Student evaluations
 - c. Professional Improvement Form

9. The professor establishes the appropriate learning outcomes for each course and consistently assesses for student learning of those outcomes.
 - a. Student evaluations
 - b. Course materials (including Course Outline of Record)

Please note: Evaluations relating to element #9 must not be based on information or data gathered in the Palomar Outcomes Database (POD). Evaluators should rely primarily on other course materials, observations, discipline expertise, and the Course Outline of Record.

10. The professor fulfills the contractual requirements of the position.
 - a. Professional Development Contract
 - b. Institutional Service
 - c. Self-Evaluation Form
 - d. Letter from department chair/program director
 - e. Collective Bargaining Agreement ~~FY09—FY11~~

11. The professor demonstrated continued professional growth by participation in professional development activities.
 - a. Professional Development Contract
 - b. Self-Evaluation Form

12. The professor demonstrates commitment to the college and to education by service to the college.
 - a. Professional Development Contract
 - b. Self-Evaluation Form

13. As a department member, the professor maintains a collegial approach to the requirements of a full-time faculty position, contributing to the success of the department or program.
 - a. Letter from department chair/program director
 - b. Professional Development Contract

Approved by TERB 24 Sept 2018. Approved by PFF 27 Sept 2018.

c. Institutional service

Approved by TERB 24 Sept 2018. Approved by PFF 27 Sept 2018.

Improvement Plan

Adjunct Faculty: _____

Faculty Evaluator: _____

Following the evaluation conducted during the _____ semester of the year _____.

Performance Standard #: _____

Specific issues, concerns or areas that need improvement (as described in the *Evaluation Review Report*):

In order improve and/or rectify the deficiencies described above, the following remedy(ies) are recommended:

Performance Standard #: _____

Specific issues, concerns or areas that need improvement (as described in the *Evaluation Review Report*):

In order improve and/or rectify the deficiencies described above, the following remedy(ies) are recommended:

Approved by TERB 24 Sept 2018. Approved by PFF 27 Sept 2018.

Department Chair's Signature

I, as the department chair, have reviewed and approved this Improvement Plan.

Department Chair Signature: _____ Date: _____

(print name) _____

Comments:

Per contract, the TERB Coordinator's signature is required before the plan is implemented.

TERB Coordinator's Signature

I, as the TERB Coordinator, have reviewed and approved this Improvement Plan.

TERB Coordinator Signature: _____ Date: _____

(print name) _____

Evaluator's Signature

I, the evaluator, have reviewed and discussed this Improvement Plan with the evaluatee.

Evaluator's Signature: _____ Date: _____

(print name) _____

Evaluee's Signature

My signature acknowledges that I have read and received a copy of this *Improvement Plan*. It does not mean that I agree or disagree with this Improvement Plan. I am aware that within ten business days, I have the right to submit a response to this evaluation. I am also aware that this Evaluation Review Report; Improvement Plan; and my response, if any, will become part of my personnel file. I am also aware that I may seek clarification from the evaluator, the Department Chair, and/or the TERB Coordinator if I have concerns about the evaluation process.

Part-time Faculty Signature: _____ Date: _____

(print name) _____

Comments:

THIS DOCUMENT IS TO BE ATTACHED TO THE EVALUATION REVIEW REPORT

2018-2019 ECELS Probationary Teachers Evaluations Calendar

AUGUST 2018

| 67507 SUN | MON | TUES | WED | THUR | FRI | SAT |
|--|-----|------|-----|------|---------------|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 Plenary | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| Department chairs form TEC for all 1st year Probationary faculty | | | | | | |
| 26 | 27 | 28 | 29 | 30 | 31 | |

SEPTEMBER 2018

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|--------------|------|-----|------|-----|-----|
| | | | | | | 1 |
| 2 | 3 Holiday | 4 | 5 | 6 | 7 | 8 |
| Challenge timeframe for 1st yr Probationary faculty | | | | | | |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| Evaluations set up in system | | | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23/30 | 24 | 25 | 26 | 27 | 28 | 29 |
| Parent/staff surveys and applicable tenure review evaluations | | | | | | |

OCTOBER 2018

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|--|-----|------|-----|------|-----|-----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| Parent/staff surveys and applicable tenure review evaluations | | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

NOVEMBER 2018

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|--|---------------|------------|-----|------|-----|-----|
| | | | | 1 | 2 | 3 |
| Parent/staff surveys and applicable tenure review evaluations | | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 HOLIDAY | 20 Week | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

August 20–August 31

ECELS Liason or Coordinator is responsible for establishing the Chair and second faculty member of the Tenure and Evaluations Committee (TEC) for all first year probationary faculty in the department and verifying committee membership for 2nd, 3rd, and 4th year. A random (outside) committee member will be appointed to the ECELS TEC committees.

September 4-17 1st year probationary faculty notified of their TEC composition by August 31. September 4 is the beginning of the 10-day challenge timeframe for 1st year probationary faculty per Article 17.6.3.

September 18-21 TERB office sets up parent/staff surveys in EvaluationKit for online deployment and sends out parent/staff survey packets for face-to-face deployment.

September 24-December 9 Evaluations for ECE Lab School conducted in this timeframe. Please send completed parent/staff survey and, if applicable, tenure review evaluation to the TERB office as soon as they are completed.

December 10 DUE date for parent/staff survey packets and applicable tenure review evaluation or rating scales.

- Completed parent/staff survey packets and applicable rating scales are due in the TERB office.
- Classroom observations, parent/staff surveys, and (if applicable) other approved tenure review evaluation or rating scales are due to the TEC Chair.
- Deadline for probationary faculty to submit their (1) Self Evaluation Form with professional development, and (2) other materials related to teaching, to the TEC Chair.

DECEMBER 2018

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|-------------|------|-----|------|-----|-----|
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Parent/staff surveys and applicable tenure review evaluations | | | | | | |
| 9 | 10 DUE!! | 11 | 12 | 13 | 14 | 15 |
| Confirm TEC meeting date | | | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

December 11-14 TEC Chair confirms the date and time that all TEC members meet to review evaluation materials and write the evaluation.

January 7-January 24 (excluding holidays):

- TEC committee reviews evaluation results and writes evaluation reports. TEC chairs must schedule at least one meeting that includes ALL committee members present to discuss the results.
- *After* the evaluation is completed and signed by TEC members, TEC chair and at least one other committee member meets with the probationary faculty to review the evaluation.

JANUARY 2019

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|-------------------------------------|-----|------|-----|------|-------------|-----|
| 20 | 21 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| TEC meets with probationary faculty | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 DUE!! | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

January 25, 2019 (or sooner) Completed probationary packets due in TERB office no later than 3pm on January 25, 2019.

MARCH 2019

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|-----|------|-----|------|------------|-----|
| | | | | | 1 DUE!! | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Evaluation packets sent to TEC chairs | | | | | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| Parent/staff surveys and applicable tenure review evaluations | | | | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24/31 | 25 | 26 | 27 | 28 | 29 | 30 |
| Spring break | | | | | | |

March 1 Final & complete Tenure Evaluation Review Report due in TERB office (including any approved Improvement Plan). Reports taken to President's Office for review and Governing Board action.

March 4- 8 TERB office will send parent/staff survey and applicable tenure review evaluation to TEC chairs. (Classroom/workplace observations in the spring semester.)

APRIL 2019

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|---|-----|------|-----|------|-----|-----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| Parent/staff surveys and applicable tenure review evaluations | | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

March 11-May 24 Parent/staff surveys and applicable tenure review evaluation or rating scales are conducted in this timeframe. Please send completed surveys to the TERB office as soon as they are completed.

May 2019

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|-----|---|------|-----|------|-----|-----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | Parent/staff surveys and applicable tenure review evaluations | | | | | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | TEC meets with probationary faculty | | | | | |

May 27-June 13:

- TEC committee reviews surveys and evaluations and meets with evaluatee to complete Spring Semester Review Meeting Confirmation form.

June 2019

| SUN | MON | TUES | WED | THUR | FRI | SAT |
|-----|-------------------------------------|------|-----|------|-----|-----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | TEC meets with probationary faculty | | | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

June 14, 2019: Spring Semester Review Meeting Confirmation Form due in TERB office.