

Updated Fall 2017

TA packet
Serrano
12/12/18

TRC
12/12/18

12/12/18

12/12/18

**PROFESSOR TENURE REVIEW COMMITTEE CHECKLIST
FOR EVALUATION PACKET**

Tenure and 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.

Tenure & 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)

At least 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/>

PALOMAR COLLEGE
Part-Time Faculty Evaluation Review Report

Part-Time Instructor/Evaluated: _____

Evaluator: _____

Department: _____

Semester/Year of Evaluation: _____

After reviewing the classroom observation form, student evaluations, and the Department Chair's form, the Evaluator (Department Chair/Director/Designee) will complete the following report. A copy of this signed Evaluation Review Report, along with the other materials noted on the Evaluations Checklist, must be given to the evaluatee, and another copy must be sent to the TERB Office. Evaluatees have 10 business days, beginning on the date the report was signed by the evaluatee, to add a response to their evaluation by sending it to the TERB Office (AA-112). After the 10-day comment period, this report and any evaluatee comments become part of the evaluatee's personnel file maintained in the Human Resources Office.

Summary Comments and Recommendations

Comments for each item are highly encouraged. It is appropriate to write positive comments for meaningful feedback and encouragement for each question where it applies. If a "Needs Improvement" or "Unsatisfactory Performance" is checked, **comments are required.**

Definitions of evaluation categories: (based on the Standards of Performance for Faculty)

High Professional Performance - Frequently exceeds accepted standards of professional performance. (Check this box when the professor's professional performance is beyond what is reasonably expected.)

Standard Professional Performance - Regularly meets accepted standards of professional performance. (This is the standard of performance that is expected of all professors when they are hired and they are expected to maintain this level of performance throughout their tenure at Palomar College.)

Performance Needs Improvement - Does not consistently meet accepted standards of professional performance.

Unsatisfactory Performance - Does not meet minimal standards of professional performance.

1. The instructor meets classes as required, teaches according to the Course Outline of Record, and is well prepared.

High Professional Performance

Standard Professional Performance

Needs Improvement

Unsatisfactory Performance

Comments:

2. The instructor treats students with respect and tolerance, demonstrates patience and a willingness to help when needed, and encourages student participation and questions.

High Professional Performance

Standard Professional Performance

Needs Improvement

Unsatisfactory Performance

Comments:

3. The instructor demonstrates effective communication skills in the classroom or online environment, presenting course material in an interesting and engaging manner.

High Professional Performance

Standard Professional Performance

Needs Improvement

Unsatisfactory Performance

Comments:

4. The instructor maintains fair and clearly stated grading policies and provides fair and reasonably prompt evaluation of student work.

High Professional Performance

Standard Professional Performance

Needs Improvement

Unsatisfactory Performance

Comments:

5. The instructor demonstrates depth of academic preparation and subject area competency.

High Professional Performance

Standard Professional Performance

Needs Improvement

Unsatisfactory Performance

Comments:

6. The class syllabus clearly states course requirements and Student Learning Outcomes, as determined and identified by the department.

Yes: _____ No: _____

Comments:

7. Summary Comments (required)

Overall Recommendation: (Required)

- High Professional Performance
- Standard Professional Performance
- Performance Needs Improvement
- Unsatisfactory Performance

Signatures

Department: _____

Evaluator : _____ Date: _____
(print name): _____

Department Chair (see form, attached): _____ Date: _____
(print name): _____

My signature acknowledges that I have met with my evaluator and reviewed my evaluation. It does not mean that I agree or disagree with the evaluation summary. I am aware that within ten business days after signing this report, I have the right to submit a response to this evaluation to the TERB Office (AA-112). I am also aware that this evaluation and my response, if any, will become part of my personnel file maintained in the Human Resources Office.

Part-Time Faculty Evaluee: _____ Date: _____
(print name): _____

Administrative Signature

My signature acknowledges that I have read the Part-time Faculty Evaluation Review Report.

Division Dean: _____ Date: _____
(print name): _____

Department Chair

**Palomar College
Part-Time Faculty Evaluation**

Department Chairs: Please complete this form as a component of the evaluation of the part-time faculty member named below. If you have designated another full-time faculty member as the Evaluator, please give the completed form to your designee for inclusion in the evaluative materials.

Name of Evaluatee:

1. The instructor adheres to department guidelines and is responsive to communications from the department.

High Professional Performance
 Needs Improvement

Standard Professional Performance
 Unsatisfactory Performance

Comments (if performance is Needs Improvement or Unsatisfactory, comments are required):

2. The instructor participates appropriately in the assessment of Student Learning Outcomes, as determined by the department.

Yes: _____ No: _____

Comments (if the response is negative, comments are required):

Signature:

Department Chair _____
(print name): _____

Date: _____

Evaluate: _____
 Semester: _____
 Date: _____
 Name of Evaluator: _____
 Position of Evaluator: _____
 Evaluator's Signature: _____

Dual Enrollment Support
 Peer Review Evaluation Spring 2019

Listed below are the Dual Enrollment Support responsibilities. Please rate evaluate on each item using the rating scale. If you are unable to rate an item, write UA (unable to answer). Comments may be made in the space provided.

	Awareness	4	3	2	1	UA	Comments
1	Provide vision and direction for the Dual Enrollment program.						
2.	Communicate information about dual enrollment to campus community.						
3.	Actively seek to create dual enrollment agreements in the district.						
4.	Respond to dual enrollment requests from high schools in the district.						
5.	Provide information about dual enrollment to high schools.						
6.	Develop website for dual enrollment.						

	Partnerships	4	3	2	1	UA	Comments
1	Partner with local high schools.						
2.	Communicate effectively with high school personnel.						
3.	Create pathways at high schools for dual enrollment.						

4.	Meet regularly with high school administration.									
5.	Communicate with various Palomar departments and areas (Instruction, Admissions, GEAR UP, ADAs, CTE Transitions, etc.)									
6.	Monitor and submit reports to CCCCO (CCAP, Dual Enrollment reports, addendums to Agreements).									
7.	Handle issues (student, staff, etc.) at the high schools promptly.									
8.	Coordinate procurement of textbooks for high schools.									

	Activities	4	3	2	1	UA	Comments
1	Calculate student contact hours in a high school setting with calendars and bell schedules.						
2.	Communicate dual enrollment course information (checklists) with departments participating with the high schools.						
3.	Provide dual enrollment faculty orientation.						
4.	Track enrollment for dual enrollment courses.						
5.	Assist students and high schools with registration and enrollment process.						
6.	Provide student services such as orientation, study skills, registration assistance and other relevant workshops.						

2019 Spring Part-Time Evaluations

Notes

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	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		

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
					1 2	
3	4	5	6	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						

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	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	

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
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			

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18						24
25						31

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2					7
8						14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	
6	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		

IMPORTANT: If the part-time faculty member will receive an improvement plan, you must review their report and improvement plan with them (a) as soon as grades are submitted at the end of the semester, (b) during summer if all parties are on contract, or (c) the first possible day of the next semester. To ensure the part-time faculty member can have time to read the report and improvement plan, please email it to them after grades are posted even if you will not meet until later.

All new part-time (PT) faculty hires need to be evaluated in their first year of teaching—preferably in their first semester. After initial evaluation, PT faculty are evaluated at least once every 3 years.

Jan 28 - Feb 8: Department Chairs verify PT Faculty to be evaluated Spring 2019

FEBRUARY 22nd DUE DATE

Completed Fall 2018 evaluation reports are due in the TERB office for PT faculty evaluated during Fall 2018. Full report includes review report, observation form, chair form, and signatures. (The TERB office will collect the Dean's signature.)

March 4th-8th – TERB office sends student evaluation packets to Department Chair or ADA for face-to-face classes.

March 11th – April 11th Student evaluations for semester-length classes are conducted now (not before). PT faculty evaluatee submits syllabus and other relevant material to the evaluator. For face-to-face classes, it may be convenient for the evaluator to conduct their observation on the same date that student evaluations are administered. However, the observation for full-length 16-week classes may occur anytime between the 4th and 14th week of Spring 2018. Please send completed student evaluations to the TERB office as soon as they are completed. The evaluator keeps his/her observation until submitting the final report.

APRIL 16th DUE DATE

Completed student evaluations are due in the TERB office.

APRIL & MAY

Tabulated student evaluations are emailed to the evaluator (specified by the department chair at the beginning of the semester). Evaluators should refer to the *Part-Time Checklist* found on the TERB website for components of the evaluation report.

September 16 DUE date!

Completed Spring 2019 evaluation reports are due in the TERB office for PT faculty evaluated during Spring 2019. Full report includes review report, observation form, chair form, and signatures. (The TERB office will collect the Dean's signature.)

*IMPORTANT FOR FAST TRACK, 4 WEEK, or other partial-semester CLASSES!

The college is offering an increasing number of classes that do not adhere to the 16-week schedule (e.g. Fast Track 1, Late Start, 12 weeks, etc.). If the course to be evaluated does not adhere to the 16-week timeline, please make the following adjustments:

* Aim to administer student evaluation near the midway point of the course (e.g. the 5th week for Fast Track classes).

* Observations should be completed sometime after the first 25% of the course has elapsed but before final exams.

* Review the evaluation report with the evaluatee after the final grades are submitted. For instance, it may be possible to review the report with a Fast Track I instructor as early as April 2019.

* All Spring 2019 reports are still due September 16th.