PALOMAR COLLEGE
PART-TIME FACULTY EVALUATION REVIEW REPORT

Semester and Year of Evaluation:_____
Evaluee:_____
Evaluator: _____
Department:_____

After reviewing the Classroom Observation Form, Student Evaluations, and the Department Chair's Form, the Evaluator (Department Chair/ Director/ Designee) will complete the **Part-Time Faculty Evaluation Review Report**.

A copy of this signed **Evaluation Review Report**, along with the other materials noted on the **Evaluations Checklist**, must be given to the evaluee and another copy must be sent to the TERB Office.

Evaluees have ten business days, beginning on the date the report was signed by the evaluee, to add a response to their evaluation and send it to the TERB Office (AA-112). After the ten-day comment period, the Evaluation Review Report and any evaluee comments become part of the evaluee's personnel file maintained by the Palomar College Human Resources Office.

Evaluation Category Definitions (based on 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. (Check this box when the professor's professional performance is below what is reasonably expected).*

> ***Unsatisfactory Performance*** *– Does not meet minimal standards of professional performance. (Check this box when the professor's professional performance is failing to meet standards of what is reasonably expected).*

You are encouraged to write comments for each of the following sections. If "High Professional Performance" or "Standard Professional Performance" is checked, ***comments are suggested***. Comments can be used to provide positive feedback and encouragement when applicable. If "Needs Improvement," "Unsatisfactory Performance," or "No" is checked, ***comments are required.***

Each section below must be scored. *Comments are encouraged for high-performance and standard performance scores. Comments are required for needs improvement and unsatisfactory performance scores.*

Each question has a short answer (3-5 sentences of content), followed by direct references to student

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
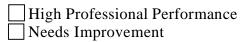   ☐ Needs Improvement   ☐ Unsatisfactory Performance

   Comments:

   Course Observation and Syllabus Review:
   - This online course was designed to be asynchronous. Based on the review of the syllabus and the course observation, the instructor taught according to the Course Outline of Record. However, the point value of the quizzes should be reconsidered to maintain the rigor expected of a college course. Given the ease of looking up answers online, the weight of these open-book open-note quizzes should be adjusted. Alternatively, along with the decreased weight of the un-proctored weekly quizzes, more heavily weighted closed-book and proctored (online or in-person) exams can be included.

   Recommendations: Instructor should evaluate the points of open-note quizzes vs closed-book exams and make necessary adjustments based on department standards and expectations.

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:

   Course Observation:
   - Although there were a limited number of announcements to review, the ones posted demonstrated that [professor's name here] was friendly and willing to help. They were also respectful and tolerant of students, specifically acknowledging differences in values, morals, and religious convictions. [Professor's name here] made it clear that they would respect students and expected that students offer the same respect to their classmates. Student comments supported this, stating that [professor's name here]'s strengths included their "communication, listening, collaboration, adaptability, empathy and patience," and that they were "very understanding and kind."
     [Professor's name here] encouraged student participation by utilizing discussion board assignments in which students both posted and responded to their classmates. Students commented that "they encouraged class discussions." Additionally, "the class allowed for interesting discourse," and that "the discussion and responses…truly turned into discussions and opportunities to learn from others."

   Student Evaluation (*Response Rate for student evaluations (n = x/25, 100%)*):
   Encouraged discussion and questions: 4.00
   Provided opportunities for students to learn from each other: 4.00
   Treated students with respect: 4.00
   Encouraged students to treat each other with respect: 4.00

Interacted with the class on a regular basis: 4.00
Responded to questions and requests for help: 4.00

Recommendations: No recommendations in this area.

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
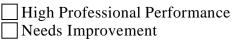
Comments:

Class Observation:
- Based on the class observation, the online course was well-organized, and material was presented in a clear manner. [Professor's name here] provided a range of supplementary videos and articles to engage students in the material and take them beyond the textbook. Their choice of homework assignment topics and discussion board prompts were impressive, thought-provoking, encouraged creativity, and contributed to students' engagement in the course content. Student ratings and comments confirmed that the course material was clearly presented and interesting. Comments included: "they were clear in their directions," "a strength was their well formatted online class. I could find everything fast," "I think the materials used were interesting and relevant," "[professor's name here] provided multiple resources to learn the material besides just the textbook," and "I felt like I could sense their passion for teaching through the computer."

Student Evaluations:
Presented material in a clear and well-organized manner: 4.00
Online course was easy to navigate and use: 4.00
Encouraged discussion and questions: 4.00
Provided a variety of learning activities: 4.00
Provided opportunities for students to learn from each other: 4.00
Promoted critical and independent thinking: 4.00
Communicated with enthusiasm for the subject matter: 4.00
Interacted with the class on a regular basis: 4.00
Provided clear explanations of the subject matter: 4.00

Recommendations: No recommendations in this area.

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:

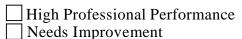**Class Observation and Syllabus Review:**
- [Professor's name here]'s grading policies were clearly stated in their syllabus, along with a detailed rubric for discussion boards and assignments. Including point values cut-offs for final grades would add a little clarity for those in between the posted percentages

(e.g., 89% and 90%). Student ratings confirmed clear grading policies. Students commented on how the professor was "very clear on deadlines," that they "provided strong encouraging feedback on assignments," and that they "provided really good feedback that students could learn from."

Student Evaluations:
Clearly described the course grading policy: 4.00
Used fair and clear criteria for grading: 4.00
Graded tests and assignments in a reasonably prompt manner: 4.00

Recommendations: Clarify point value cut-offs for final grades for those in between the posted percentages (e.g., 89% and 90%).

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

☐ High Professional Performance   ☐ Standard Professional Performance
☐ Needs Improvement   ☐ Unsatisfactory Performance

Comments:

Course Observation:
- [Professor's name here] had the required training to teach [course number here]. They hold a [relevant degree] from [university name]. As noted in the class observation, their choices of supplementary videos and articles further demonstrated subject area competency.

Recommendations: No recommendations in this area.

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

Yes:__X__   No:_____

Comments:

Syllabus Review:
- The current course objectives (as noted in Curricunet) and the Student Learning Outcomes were clearly listed in the syllabus. The syllabus also clearly listed the course requirements.

Recommendations: No recommendations in this area.

7. **Summary Comments (required)**

Overall, [professor's name here] had a well-organized course that was easy to navigate. Their assignments were well-thought out and creative, pushing students to think critically and engaging them in the material. Additionally, the depth and breadth of the supplementary articles, websites, and videos which they curated for students further helped students connect with the material and learn beyond the textbook. Reconsidering the weight of the quizzes would help further strengthen their course. Additionally, links provided in Canvas should follow CVC Course Design

recommendations by being meaningful and unique text, rather than URLs. We are thrilled to have [professor's name here] as part of the Palomar family.

Overall Recommendation: (Required)

☐ High Professional Performance

☐ Standard Professional Performance

☐ Performance Needs Improvement
    The Tenure & Evaluations Review Board will assist the peer review committee in developing a plan for improvement.

☐ Unsatisfactory Performance
    The Tenure & Evaluations Review Board will assist the peer review committee in developing a plan for improvement.

☐ Referral to Tenure & Evaluations Review Board
    The Tenure & Evaluations Review Board will reach a consensus with the peer committee for the overall recommendation.

Signatures

Committee and Administrative Signatures are obtained <u>before</u> evaluee signs the document. After committee signatures are obtained, send this report to TERB so executive signatures can be obtained. TERB will then return the report to the Peer Review Committee Chair so the Evaluation Meeting can occur and the evaluee's signature can be obtained. Send final report and related documents to TERB at that time.

Committee Signatures

Committee Chair: _____   Date: _____
 (print name):_____

Committee Member: _____   Date: _____
(print name):_____

Administrative Signatures

My signature acknowledges that I have reviewed the materials.

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

My signature acknowledges that I have reviewed the materials.

Vice President: _____   Date: _____
(print name):_____

Evaluation Meeting Confirmation:

Length of Meeting with Evaluee: _____ Date: _____

Evaluee Signature

My signature acknowledges that I have met with the committee chair and reviewed my peer review evaluation. It does not mean that I agree or disagree with this evaluation. 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 and my response, if any, will become part of my personnel file. My signature also acknowledges that I have reviewed the administrative signatures as well as received a copy of my evaluation.

     Evaluee: _____ Date: _____
     (print name): _____

TERB Coordinator Signature

     Tenure and Evaluations
     Review Coordinator:_____ Date: _____