CUESTA COLLEGE

**Noncredit Instructional Faculty Evaluation Form**

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| **Employee:** | **Semester/Year:** |
| **Observation Date:****Time :** **Room***:* **Course***:* **CRN***:* **Check if DE course** | |
| *For an off-cycle review, indicate below which Sections are under review:*  **Instruction (I)**   **Interaction with Students (II)**  **Professional & Divisional Responsibilities (III)** | |

**INSTRUCTIONS:**

The performance criteria utilized in this document reflect the professional standards established by the Academic Senate of Cuesta College.

All instructional faculty are assessed by their Dean, Director, Division Chair, or faculty peer designee in three performance areas: Assessment of Instruction (Section I), Overall Assessment of Interaction with Students (Section II), and Professional & Divisional Responsibilities (Section III). The evaluator then determines an Overall Assessment of Performance, documented in Section IV.

**RATING RUBRIC:**

Instructors are evaluated in each of the performance areas using criteria specified in each section, and rated according to the following rubric:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **SCALE** | | | |
|  | **Excels** | **Meets Standards** | **Needs to Improve** | **Unsatisfactory** |
| **Assessing Individual Criteria** | The instructor is highly effective. | The instructor is consistently effective. | The instructor is not consistently effective. | N/A |
| **Assessing a Section** | A majority of criteria are assessed as “Excels” **or** one or some criteria are so outstanding as to warrant an “Excels” **and** there are no criteria assessed below “Meets Standards.” | A majority of criteria are assessed as “Meets Standards.” | A majority of criteria are assessed as “Needs to Improve” **or** the evaluator deems a “Needs to Improve” is appropriate due to one or more essential criteria. | N/A |
| **Overall Assessment** | Two (2) or more sections are assessed as “Excels,” and the remaining section is at least “Meets Standards.” | All sections are assessed as “Meets Standards,” or two (2) are assessed as “Meets Standards” and one (1) is assessed as “Excels.” | One (1) or two (2) sections are assessed as “Needs to Improve.” **This will trigger an off-cycle evaluation for sections rated “Needs to Improve.”** | Three (3) sections are assessed as “Needs to Improve” **or** the evaluator deems performance in SECTIONS I or II is gravely deficient. **This will at a minimum trigger an off-cycle evaluation and may lead to action pursuant to Education Code Section 87660 et seq. and/or section 87730 et seq.** |

**SECTION I: ASSESSMENT OF INSTRUCTION**

*For Classroom/Lab/Synchronous DE courses, the course syllabus, a scheduled classroom visit, the Visitation Form, supplemental material provided to students, and student evaluations, shall be the basis of evaluation for this section. Any other evidence used must be at the agreement of the faculty member being evaluated. For asynchronous DE courses, the course syllabus, supplemental material provided to students, student evaluations, and examination of the online learning environment shall be the basis of evaluation for this section.*

**This instructor:**

1. **Provides syllabi that clearly explain course requirements, grading policy (if applicable), and student learning outcomes.** Excels Meets Standard Needs to Improve
2. **Presents course material that adheres to the official Course Outlines of Record.** Meets Standard Needs to Improve
3. **Clearly articulates goals and objectives for the class session or online learning module.**

Excels Meets Standard Needs to Improve

1. **Makes effective use of class time or initiates regular and effective student contact.**

Excels Meets Standard Needs to Improve

1. **Is prepared and organized for class or provides online course materials in a well-organized, easily navigable format.** Excels Meets Standard Needs to Improve
2. **Presents different perspectives on issues or problem-solving methods.** Excels Meets Standard Needs to Improve
3. **Creates and maintains a classroom or online environment that promotes learning.** Excels Meets Standard Needs to Improve
4. **Promotes the student’s engagement in the subject matter.**

Excels Meets Standard Needs to Improve

1. **Provides necessary pre-enrollment information such as a Welcome Letter.**

Excels Meets Standard Needs to Improve **N/A** (Check if course is not De/Hybrid)

**Provide an overall assessment of Instruction.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ASSESSMENT OF**  **SECTION I INSTRUCTION:** | Excels | Meets Standards | **Needs to Improve** | **N/A if not required in an off-cycle evaluation** |
|  |  |  |  |

**Comments:** *While written comments are encouraged, they**are required only if the rating is below Meets Standards.*

**SECTION II: OVERALL ASSESSMENT OF INTERACTION WITH STUDENTS**

*Student evaluations and observation /evidence of student interaction shall be the basis of evaluation for this section. Any other evidence used must be at the agreement of the faculty member being evaluated.*

**This Instructor:**

1. **Provides a syllabus that students perceive clearly explains what is expected of them.** Excels Meets Standard Needs to Improve
2. **Provides goals for class sessions or for course materials that are clear to students.** Excels Meets Standard Needs to Improve
3. **Is perceived by students to make good use of class time or students perceive the online course is well organized and easy to navigate.** Excels Meets Standard Needs to Improve
4. **Promotes a learning environment that students perceive as positive.** Excels Meets Standard Needs to Improve
5. **Is perceived by students to explain or provide materials that explain the subject matter well.**Excels Meets Standard Needs to Improve
6. **Assigns coursework that students feel helps them understand the course material.** Excels Meets Standard Needs to Improve
7. **Provides feedback that students perceive as helpful.**

Excels Meets Standard Needs to Improve

1. **Makes students aware of their progress in the course.**

Excels Meets Standard Needs to Improve

1. **Is perceived by students to encourage them to think deeply about the subject matter presented.** Excels Meets Standard Needs to Improve
2. **Engages with students in a manner they feel is respectful.**  
   Excels Meets Standard Needs to Improve

**Provide a section assessment of Interaction with Students**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ASSESSMENT OF**  **SECTION II: INTERACTION WITH STUDENTS** | Excels | Meets Standards | **Needs to Improve** | **N/A if not required in an off-cycle evaluation** |
|  |  |  |  |

**Comments:** *Written comments are required. If the overall assessment is not consistent with the student evaluations please explain.*

**SECTION III: PROFESSIONAL, DIVISIONAL & COLLEGIAL RESPONSBILITIES***The Self Evaluation form and classroom visits shall be the basis of evaluation for this section. Any other evidence used must be at the agreement of the faculty member being evaluated.*

**This Instructor:**

1. **Meets college obligations on time (e.g., grades, textbook requisitions, positive attendance hours and rosters, Welcome Letter if applicable).** Meets Standard Needs to Improve
2. **Works collegially with other faculty and staff while conducting college business.** Meets Standard Needs to Improve
3. **Maintains standards of professional conduct.** Meets Standard Needs to Improve
4. **Maintains currency in pedagogical approaches.** Excels Meets Standard Needs to Improve

**Provide an overall assessment of Professional, Divisional & Collegial Responsibilities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ASSESSMENT OF**  **SECTION III:  PROFESSIONAL & COLLEGIAL RESPONSIBILITIES** | ExcelsExcels | Meets  Standards | **Needs to**  **Improve** | **N/A if not required in an off-cycle evaluation** |
|  |  |  |  |

**Comments:** *While written comments are encouraged, they**are required only if the rating is below Meets Standards.*

**SECTION IV. OVERALL ASSESSMENT OF PERFORMANCE**

*Provide an overall assessment of Sections I-III.*

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| --- | --- |
| **N/A** For off-cycle evaluations, check N/A and complete Section II of the Off-cycle Evaluation Form |  |
| **EXCELS** Two (2) or more sections are assessed as “Excels,” and the remaining section is at least “Meets Standards.” |  |
| **MEETS STANDARDS**  All sections are assessed as “Meets Standards,” or two (2) are assessed as “Meets Standards” and one (1) is assessed as “Excels.” |  |
| **NEEDS TO IMPROVE**  One (1) or two (2) sections are assessed as “Needs to Improve”. **This will trigger an off-cycle evaluation for sections rated “Needs to Improve.”** |  |
| **UNSATISFACTORY**  Three (3) sections are assessed as “Needs to Improve” **or** the evaluator deems performance in SECTIONS I or II is gravely deficient. **This will at a minimum trigger an off-cycle evaluation and may lead to action pursuant to Education Code Section 87660 et seq. and/or section 87730 et seq.** |  |

**Provide comments that specifically justify the overall evaluation. Attach additional pages if necessary. Written comments are required in at least one area below.**

*Commendations:**Comments in this area summarize how the instructor has demonstrated an ability that is especially noteworthy, or how the*

*instructor’s performance reflects a high degree of effectiveness.*

*Considerations*

*Comments in this area constitute advice to help the instructor surpass standards for specific criteria. They may also represent specific challenges the instructor has had to overcome. However, these suggestions do not require adoption and do not have any bearing on future evaluations.*

*Required Improvements*

*Comments in this area address specific criteria for which the instructor fails to meet standards as enumerated in any of the sections of the evaluation.* **These comments will be documented here by the evaluator, and the proposed resolution will be provided by the instructor being evaluated and appended to this evaluation. Additionally, the resolution of these specific deficiencies will be addressed on the self-evaluation form during the next regularly scheduled evaluation cycle.**

*Explanation of Overall Assessment of Needs to Improve:*

*Comments are required in this area only if the Overall Assessment is “Needs to Improve.” Provide an explanation of the area(s) of substandard performance and recommendations for remediation.* **The evaluator will utilize this information to develop a plan for improvement and will document the plan on the Plan for Improvement Form.**

*Explanation of Overall Assessment of Unsatisfactory:*

*Comments are required in this area if the Overall Assessment of Performance is “Unsatisfactory.” This assessment usually indicates that in the judgment of the evaluator the instructor’s teaching ability and/or interaction with students is gravely deficient. Fully explain the areas of grave deficiency and provide either a recommendation for remediation or explain why remediation in these areas would not be effective.* **The evaluator may utilize this information to develop a plan for improvement and document it on the Plan for Improvement Form or may recommend that the Vice President of Academic Affairs (VPAA) initiate action pursuant to Education Code Section 87660 et seq. and/or section 87730 et seq.**

**APPLICABLE SIGNATURES**

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Evaluator Date Faculty Member Date

The above-signed individuals have read and discussed this evaluation. Faculty member's signature acknowledges receipt of a copy of the evaluation document. It does not necessarily signify agreement. **The faculty member has ten days to respond in writing to this evaluation, if desired and by submission to the Academic Dean or Designee.**