

MIRACOSTA COLLEGE

ASSOCIATE FACULTY EVALUATION REPORT

Instructions: Evaluators and observers should provide explanatory comments to substantiate the evaluation ratings below and note any areas in which expectations were exceeded, where expectations were not met, or where the need for improvement was identified. The observer is responsible for conducting a classroom or worksite observation, reviewing student survey results, and sample materials relevant to the assignment prior to completing sections A and B below. The evaluator is the person responsible for commenting on respect for colleagues and the educational profession, adherence to administrative requirements, participation in student learning outcomes, and selecting the overall evaluation rating as specified in section C and D below. The observer and the evaluator may be the same person, as assigned by the dean or their faculty designee. *This form must be submitted to the unit member being evaluated for review and response at least ten (10) working days before the end of the semester.*

Associate Faculty Member Name: Click to enter name

Date(s) of Observation(s): Click to enter date(s)

Date of Post-Observation Discussion: Click to enter dates

Assignment (course/activities) Observed: Click to enter assignments

Assignment (course/activities) Surveyed: Click to enter assignments

Observer Name/Title: Click to enter name/title

Evaluator Name/Title (if different from Observer): Click to enter name/title

To be completed by the Observer (*This section should be informed by both the observation and student survey results. Please review student surveys prior to completing this report.)

A. Demonstrated skill in classroom teaching, counseling, or library work, which may include.

1. Maintaining currency and depth of knowledge in the primary areas of responsibility;
2. Using effective communication, written and oral;
3. Fostering an inclusive learning environment toward equitable outcomes;
4. Demonstrating a commitment to cultural competence and equity-minded pedagogies;
5. Ensuring careful attention to effective organizational skill in the classroom and/or other worksite(s);
6. Utilizing specific techniques or technology utilized in the classroom and/or worksite(s); and
7. Demonstrating creativity and innovation in the specific area of assignment.

Select one:

Exceeds Expectations	Meets Expectations	Improvement Possible	Does Not Meet Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

To be completed by the Observer**B. Respect for students' rights and needs by:**

1. Demonstrating patience, fairness, and promptness in the evaluation and discussion of student work;
2. Exhibiting sensitivity and responsiveness to the needs of individual students and their special circumstances, when appropriate;
3. Demonstrating sensitivity to and understanding of the diverse academic, social, economic, cultural, ability and ethnic backgrounds of community college students which affect the learning process in the specific area of assignment;
4. Acknowledging and defending the free inquiry of students in the exchange of criticism and ideas; and
5. Recognition of the opinions of others.

Select one:

Exceeds Expectations	Meets Expectations	Improvement Possible	Does Not Meet Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

To be completed by Evaluator**C. Respect for colleagues and the educational profession by:**

1. Acknowledging and defending the free inquiry of colleagues in the exchange of criticism and ideas;
2. Recognizing the opinions of others;
3. Acknowledging sources, when appropriate;
4. Striving to be objective in the professional judgement of colleagues;
5. Acting in accordance with the ethics of the profession and with a sense of personal integrity;
6. Working in a spirit of timely cooperation to cultivate and maintain a collegial atmosphere;
7. Timely response to administrative requirements;
8. Demonstrating sensitivity to human and cultural diversity among colleagues;
9. Maintaining contractual obligation to teaching and worksite hours and if appropriate, to regular and timely office hours and/or the course outline of record.

Select one:

Exceeds Expectations	Meets Expectations	Improvement Possible	Does Not Meet Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

To be completed by Evaluator

D. Participation in student learning outcome assessment processes. (Results of student learning outcome assessments shall not be a factor in unit member evaluations.)

Select one:

Exceeds Expectations	Meets Expectations	Improvement Possible	Does Not Meet Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

OBSERVER'S CLASSROOM/WORKSITE SUMMARY ASSESSMENT

Comments:

EVALUATOR'S OVERALL PROFESSIONAL SUMMARY ASSESSMENT

Select one:

Exceeds Expectations	Meets Expectations	Improvement Possible	Does Not Meet Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Signature of Observer: Click to sign Date: Enter date

Signature of Evaluator: Click to sign Date: Enter date

Associate Faculty Member: Your signature below indicates that you have read this report. It does not necessarily indicate agreement with its content.

If you wish to respond to any comments on this report, please complete the Response to Observation and Evaluation Report Form and attach it to this report.

By checking the box below, you agree to the following statement:

☐ I have participated in the assessment of student learning outcomes and have reflected on the outcomes to improve teaching and learning.

Signature of Associate Faculty Member: Click to sign Date: Enter date

Signature of Dean: Click to sign Date: Enter date