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APPENDIX H: EVALUATION FORMS

· Mt. San Antonio College ·

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Adjun	ict P	rob.	Regular	Dept. Chair	■ Peer Evaluat	ion – Probationa	ry Faculty	/ =				
		X			■ Mt. San Anto	nio College 🔳						
Го:												
ron	n:					Chair, Probationary Fact	ulty Evaluation	Tear	m			
Date							·					
Subj	ect:	Evalı	uation of P	robationa	ry Faculty Member							
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ollov	ving ca	ategori	es are opti	onal and	confidential.							
Pleas	e retu	rn this	form eithe	r to me o	r to the Division Office b	у	Thanks f	or yc	our h	elp!		
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	1				•	commend the recipient for	•				•	
	2					cknowledge satisfactory perf					oilities	;)
	3	_				ne recipient that performance		is exp	pected	d)		
	4	Per	formance	does no	t meet the standard ((Used for unacceptable perfo	ormance)					
	5	Not	applicab	le/insuff	icient data							
Any I	rating	other t	han 'Perfo	rmance m	eets the standard' (#2)	must be accompanied by	an explanator	y rer	mark	by th	ne ev	alua
Rem	arks or	specit	fic suggest	ions for cl	nange optional in "comm	ents" space provided.						
							Rating:	1	2	3	4	5
Α.	Strive	s to in	crease exp	ertise in b	oth teaching matter and t	teaching techniques (and/	_	_	<u> </u>		_	
			as applicat		our todalling matter and t	.caciming tearminques (aria,	or country					<u> </u>
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В.	Deals	fairly	and ethica	lly with a	diverse population of stu	dents.						
C.	Cultiv	ates a	supportive	environn	nent for students.							
D.	Deals	fairly	and ethica	lly with a	diverse population of col	leagues.						
E.	Work	s colla	borativelv	with colle	agues in the creation of	f department goals, plan	ning agenda.					
-			-		culum development.	sales gener, plant	.55		1	1	<u> </u>	1
F.	Demo	nstrat	es prompt,	/regular a	ittendance at class meet	tings, adheres to schedu	ıled dismissal					
	times	and k	eeps sched	luled offic	e hours.				•	•		

Faculty Contract
 July 1, 2019 – June 30, 2022
 Year Two-of-Three

G. Reasonably accessible to department through responses to colleagues

н.	Demonstrates prompt/regular attendance at department meetings, department commeetings, and college-wide meetings.	mittee		
I.	Involved reasonably in the total program of the college.			
J.	Overall summary of faculty peer evaluation.			
K.	Comments:			
L.	Signature Observer:	Date:		

Distribution: Faculty Member – Summary Division Office Human Resources – Summary 8/04; 7/05; 7/06, 7/08, 7/16 Rating: 1 2 3 4 5

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A.	Is respon	nsive to de	partment	input																					•	-								\perp				
В.	Commur	nicates effe	ectively wi	th fa	culty	y aı	and	nd	d:	l s	sta	taff	f.																	I	<u> </u>			I	<u> </u>			
c.	Represe	nts depart	ment requ	iests	at th	he	e D	Di)iv	ivis	/isi	sion	n le	eve	el.															I				I	<u> </u>			
D.	Adheres	to departr	ment mee	ting s	start	t ar	ınd	ıd	j €	er	enc	nd t	time	nes.	5.													\neg		$\overline{\top}$		$\overline{\parallel}$		1		1		

K.	Overall summary of department chair evaluation.			
J.	Provides comprehensive reports on Division meetings.			
I.	Meets campus deadlines.			
Н.	Conveys information in a timely manner.			
G.	Treats all department members equally and fairly.			
F.	Is available and receptive to faculty and staff.			
E.	Facilitates department meetings effectively.			
D.	Adheres to department meeting start and end times.			

L.	Comments	
М.	Signature:	
	Observer:	Date:
	Distribution:	
	Department chair - Summary	
	Division Office	

Human Resources - Summary 7/06; 7/08; 7/14

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1.	Prese	nts subje	ect matter	clearly, th	orou	ıghly, aı	nd con	nmun	icates	ideas	and co	once	epts ef	fective	ely.					
2.	Orgai	nizes clas	ss time eff	ectively.																
3.	Creat	es a sup	portive lea	arning env	/ironr	ment.														
4.	Gene	rates inte	erest and	student p	articiį	ipation.														
5.	Gives	clearly o	defined as	signment	s.										[
6.	Meets	and dis	misses cla	sses as s	chedu	uled.														
7.	Invite	s questio	ons, listen	s attentiv	ely, a	and ans	swers \	with c	clarity.											
8.	Is ava	ailable to	students	as per the	e sylla	labus.														
9.	Provid	des relev	ant inform	nation fro	m sou	urces o	other th	han th	he tex	tbook,	wher	n ap	propri	ate.						
10.	Make includ		rllabus ava	ailable at	the	beginn	ning of	f the	cours	se, wit	h clea	ar g	gradin	g crite	eria					
11.	Treat	s a diver	se popula	tion of stu	udent	ts ethic	ally, co	ourte	ously,	and fa	irly.									
12.	Retur	ns exams	s and pape	ers in a tin	nely f	fashion	١.													
13.	Follov	vs the co	urse syllat	ous.																
14.	Overa	ıll, this pı	rofessor is	teaching	the c	class we	ell.													

Answer the following questions on the back of your scantron. (Please include specific examples and suggestions.)

■ Student Evaluation ■

- **A.** What has the professor done especially well in teaching this course?
- **B.** How might the professor improve this course?
- **C.** Additional comments.

H.2.a: STUDENT

Regular

Adjunct Prob.

7/16

Adjunct	Prob.	Regular	Dept. Chair	■ S	Stı	tu	t	iti	t	ł	>	3	٤	S	S	٤	9	٤	٤	9		S		٤	٤	9	•	•	•	•	•	•	•			•	•	(•	(•	(•		•		•	•	9	•	•	•	•	9	•	•	•	(•	(9		S	5	5	5	5		i	t	t		ι	J	J	ı	I	(C	d	ť	į	Į	ŀ	Į	((€	E	е	2)	ì	ı	r	n	ľ	t	t	-			E	=	V	7	3	ı	l	u	lā	a	t	į	C	D	n):	
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17. Overall, this instructor is teaching the class well.

H.2.b: STUDENT - ESL

Pleas	e write your comments below.	Don't worry about spelling and grammar.
A.	What does the instructor do well?	
В.	How can the instructor improve?	
C.	Additional Comments.	
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Faculty	bution: Member	
Division	n Office I Resources	

8/04; 7/05; 7/06; 7/08; 7/14, 7/16

Adjunct	Prob.	Regular	Dept. Chair		ı		S	S	S	S	S	9	•	9	9	9	9	9	S	5	i	t	t			ı	ι	J	1	d	E	16	nt	t	E	٧	7	3	I	ι	J	a	t	io	n	_	.	R	ξ€	9	f	e	ì	e	no	æ	1	'n	te) }	ν	i(3 1	V	L	ib	r	a	ri	a
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Additional Comments.

Distribution:

В.

C.

Faculty Member - Summary Division Office Human Resources- Summary 8/04; 8/05; 8/06; 7/08, 7/16

How might this librarian improve the reference interview?

H.2.d	: STU	DENT -	COUN
Adjunct	Prob.	Regular	Dept. Chair
X	X	X	

■ Student Evaluation – Counseling Session ■

■ Mt. San Antonio College

fessor:	ate:_				
ase evaluate the Counselor in each of the following areas by checking the appropriate rat	ing:				
Rating: A Strongly Agree B Agree C Disagree D Strongly Disagree E Not applicable/Insufficient data					
Rating:	A	В	С	D	E
This counselor was on time for my appointment.					
This counselor seemed genuinely interested in my situation/concerns.					
This counselor presented options to assist me with my concerns.					
This counselor informed me about other campus services.					
This counselor's explanation of assessment results was clear.					
This counselor answered my questions.					
This counselor was professional (approachable, courteous, ethical & knowledgeable.)					
This counselor communicated clearly and effectively.					
This counselor demonstrated sensitivity to my gender, disability, and multi-cultural concerns. (when applicable)					
This counselor recommended and helped coordinate appropriate accommodations for me. (when applicable)					
This counselor explained my disability and how my limitations impact me in school. (when applicable)					
I would return to this counselor for assistance.					
This counselor provided me with helpful information to make educational and career plans.					
	Rating: Rating: A Strongly Agree B Agree C Disagree D Strongly Disagree E Not applicable/Insufficient data Rating: This counselor was on time for my appointment. This counselor presented options to assist me with my concerns. This counselor informed me about other campus services. This counselor's explanation of assessment results was clear. This counselor was professional (approachable, courteous, ethical & knowledgeable.) This counselor communicated clearly and effectively. This counselor demonstrated sensitivity to my gender, disability, and multi-cultural concerns. (when applicable) This counselor explained my disability and how my limitations impact me in school. (when applicable) I would return to this counselor for assistance. This counselor provided me with helpful information to make educational and career plans.	Rating: A Strongly Agree B Agree C Disagree D Strongly Disagree F Not applicable/Insufficient data Rating: A This counselor was on time for my appointment. This counselor presented options to assist me with my concerns. This counselor informed me about other campus services. This counselor answered my questions. This counselor was professional (approachable, courteous, ethical & knowledgeable.) This counselor communicated clearly and effectively. This counselor recommended and helped coordinate appropriate accommodations for me. (when applicable) This counselor explained my disability and how my limitations impact me in school. (when applicable) I would return to this counselor for assistance. This counselor provided me with helpful information to make educational and career plans.	Rating: A Strongly Agree B Agree C Disagree D Strongly Disagree E Not applicable/Insufficient data Rating: A B This counselor was on time for my appointment. This counselor seemed genuinely interested in my situation/concerns. This counselor presented options to assist me with my concerns. This counselor informed me about other campus services. This counselor's explanation of assessment results was clear. This counselor was professional (approachable, courteous, ethical & knowledgeable.) This counselor demonstrated sensitivity to my gender, disability, and multi-cultural concerns. (when applicable) This counselor recommended and helped coordinate appropriate accommodations for me. (when applicable) This counselor explained my disability and how my limitations impact me in school. (when applicable) I would return to this counselor for assistance. This counselor provided me with helpful information to make educational and career plans.	Rating: A Strongly Agree B Agree C Disagree D Strongly Disagree E Not applicable/Insufficient data Rating: A B C This counselor was on time for my appointment. This counselor seemed genuinely interested in my situation/concerns. This counselor presented options to assist me with my concerns. This counselor informed me about other campus services. This counselor's explanation of assessment results was clear. This counselor answered my questions. This counselor communicated clearly and effectively. This counselor demonstrated sensitivity to my gender, disability, and multi-cultural concerns. (when applicable) This counselor explained my disability and how my limitations impact me in school. (when applicable) I would return to this counselor for assistance. This counselor provided me with helpful information to make educational and career	Rating: A Strongly Agree B Agree C Disagree D Strongly Disagree E Not applicable/Insufficient data Rating: A B C D This counselor was on time for my appointment. This counselor seemed genuinely interested in my situation/concerns. This counselor presented options to assist me with my concerns. This counselor's explanation of assessment results was clear. This counselor answered my questions. This counselor was professional (approachable, courteous, ethical & knowledgeable.) This counselor demonstrated sensitivity to my gender, disability, and multi-cultural concerns. (when applicable) This counselor explained my disability and how my limitations impact me in school. (when applicable) I would return to this counselor for assistance. This counselor provided me with helpful information to make educational and career plans.

Please continue on the back side of this form for additional questions \rightarrow

In th	is part, please include specific examples and suggestions:
A.	What did this counselor do especially well in this counseling session?
B.	How might this counselor improve future counseling sessions?
C.	Additional Comments.

Distribution:

Faculty Member - Summary Division Office Human Resources- Summary 8/06; 7/08, 7/16

H.2.e:	STUE	DENT —	DL
Adjunct	Prob.	Regular	Dept. Chair
x	x	x	

- Student Evaluation of Distance Learning Faculty ■
- Mt. San Antonio College

P	rofessor:			
C	Course Title:		Reference #:	
	Rating:	A B C D	Strongly Agree Agree Disagree Strongly Disagree Not applicable/Insufficient data	
This	Professor		Scantron Code:	A B C D E
1.	Provides stud	ents	with sufficient preparation to perform online course activities.	
2.	Provides easy	y acc	ess to online course content through the course website.	
3.	Presents sub	ject n	natter clearly through the course website.	
4.	Organizes cla	iss ac	ctivities effectively.	
5.	Creates a su	oport	ive learning environment.	
6.	Generates in	terest	t and student participation.	
7.	Invites and e	ncou	rages communications with students.	
8.	Responds to	stude	ent communications within established guidelines in the syllabus.	
9.	Invites stude	nts to	express their opinions related to course material.	
10.	Gives clearly	defin	ned assignments.	
11.	Gives feedba	ck on	exams and assignments within established guidelines in the syllabus.	
12.	Meets and di	smiss	ses on-campus classes as scheduled. (Hybrid class only)	
13.	Treats a dive	rse p	opulation of students ethically, courteously, and fairly.	
14.	Overall, this	profe	ssor is teaching the class well.	

Plea	ase answer Yes or No:	Scantron Cod	e: A	В
15.	Was a syllabus and course outline, including written expectations and grading criteria, distributed or made available at the beginning of the term?		Yes	No
	For the following questions, please include specific examples and sugg If a Scantron sheet is being used, write your responses on the back of		sheet.)	
A.	What has this professor done especially well in teaching this course?			
В.	How might this professor improve this course and the class interactions?			
ъ.	riow might this professor improve this course and the class interactions:			
C.	Additional Comments.			
C.	, additional commence.			
	Distribution: Faculty Member – Summary Division Office			

Human Resources - Summary

7/08, 7/16

H.Z.T	SIUL	JENI —	LLC			
Adjunct	Prob.	Regular	Dept. Chair	■ Student Evaluation —	Language Le	arning Center ■
x	x	X		■ Mt. San Antonio Colle	ge ■	
LLC Prof	essor:	•		•	Date	e:
Please re	ead each	item caref	ully. Thin	k about the professor in the lab today.	Mark the box that	shows your thoughts.
						Always Usually Sometimes Never
This p	orofessor	is clear and	l easy to ι	inderstand.		
This p	orofessor	makes me	feel welco	me in the Language Learning Center.		
This p	orofessor	explains mo	ore than o	nce, if asked.		
This p	orofessor	treats me v	vith respe	ct.		
This p	orofessor	is fair and p	oolite.			

In this part, please include specific examples and suggestions:

This professor encourages me with my language study.

This professor provides help when asked.

A. What did this professor do well?

6.

7.

f: STUDENT _ LLC

- B. How can this professor improve?
- C. Additional Comments.

Distribution:

Faculty Member – Summary Division Office Human Resources - Summary

5/15, 7/16

H.3:	PORTI	OLIO		
Adjunct	Prob.	Regular	Dept. Chair	■ Portfolio Evaluation
	X			■ Mt. San Antonio College I

Professor:	Date:	
Department:	Completing Year: 1 2 3 4	

The portfolio serves as a way of documenting the performance of those responsibilities that the institution expects of a faculty member. Each professor's portfolio will be unique and will vary according to what is appropriate for each teaching discipline. It is expected that as the professor moves through the evaluation process the nature and extent of the portfolio will change according to the individual's experience. The portfolio should include contributions in each of the areas identified below.

Each evaluation team will evaluate the appropriateness of the materials submitted according to criteria deemed important for the teaching discipline.

Rating:

- **Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard (Used for unacceptable performance)
- 5 Not applicable/insufficient data

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

FACULTY ASSIGNMENT:

A. Evidence of adequate classroom preparation

(required of all professors with classroom responsibilities)

Rating:

- Course syllabi for each preparation
- A copy of an exam for each preparation.
- Copy of a final exam for each preparation. (Required the 2nd year)
- Sample of lecture/lab notes for each preparation
- Sample of assignments for each preparation
- Sample of handouts for each preparation.
- Sample of feedback on student assignments for each preparation (Student names redacted)

Comments:

1	2	3	4	5

B. Evidence of adequate preparation for the following positions:

Counselors and Instructional Specialists Rating: 1 2 3 5 Sample of orientation preparation and related handouts Workshop preparation and related handouts Educational planning preparation and related documents (names redacted) New student intake preparation and related documents (name redacted) Preparation for presentations in professional development activities (e.g. New Faculty Seminar, POD workshops) Comments: **Coaches** Sample of preparation and related handouts Flyers (camps, clinics, tournaments, etc.) Recruiting letters (names redacted) Tournament scheduling documents Tournament preparation and related handouts Training Program Sample of practice plans Comments: Librarians Sample of orientation preparation and related handouts Guidelines/handouts on how to use the library and its materials Presentation notes/slides for faculty workshops Planning notes/outlines for library workshops and reference interviews Assessment plans and/or notes for library assignments Plans, notes, or email on leadership and participation in collections development, Information competency, library web pages, cataloging, systems/work flow Digital learning objects Comments: Rating: 1 C. Overall Summary of Probationary Faculty Portfolio Evaluation Comments:

Distribution

Faculty Member Division Office **Human Resources**

8/04; 7/05; 7/06; 7/08; 7/14

Adjunct	Prob.	Regular	Dept. Chair	-			(((((C				1				ē	1	1	•	S	S		•	S	5	5	i	I	ſ		((C)	C		1	n	1	١	V	1	ĺ			ĺ	i	l	t	ā	a	ľ	t		l	C		ľ	1	•		•		-	•	•	•				•							_	1	•				•																
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	Com	ments:					
	•	This professor demonstrates subject matter expertise in instructional delivery.					
	•	This professor demonstrates subject matter expertise in course design.					
	•	This professor's chosen materials demonstrate academic rigor appropriate to level taught.					
C.	Clas •	s Preparation and Subject Matter Expertise Rating: This professor shows evidence of thorough preparation through presentation of course material.	1	2	3	4	5
	Com	ments:					
	•	This professor engages students in the learning process.					
	•	This professor utilizes effective pedagogical techniques to promote learning and critical thinking.					
	•	This professor distributes handouts or instructional materials (if any) that are appropriate to content being presented.					
	•	thinking. This professor employs various techniques/modalities to enhance lecture content.					
		This professor communicates effectively in the classroom to promote learning and critical					

	Narrative Summa	ry of Classroom Ever	nts During the Prese	entation:		
E.	Comments by P	Professor: (optional	1)			
		(0)	,			
F.	Signatures:					
	Observer: _				Date:	
	Professor:				Date:	
	Distribution: Faculty Member					
	Division Office	- Adjunct Faculty Only				
	8/04; 4/05; 7/05; 7	/06; 7/08, 7/14, 7/16				

H.4.b	: COU	INSELC)R	
Adjunct	Prob.	Regular	Dept. Chair	■ Counseling Visitation Evaluation ■
x	X	x		■ Mt. San Antonio College
Professo	or:			Date & Time of Visit:
Observe	er:			

Rating:

- **1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard (Used to acknowledge satisfactory performance of duties and responsibilities)
- **3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard (Used for unacceptable performance)
- 5 Not applicable/insufficient data

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

	Counselor: Rating:	1	2	3	4	5	
A.	i i i i i i i i i i i i i i i i i i i						_
В.	Listens attentively and gives explanations to students with clarity and in a non-threatening manner.						_
C.	Uses verbal expressions and physical demeanor to set a tone for a counseling session that positively promotes the counseling process.						_
D.	Demonstrates awareness and/or sensitivity to cultural, ethnic, and gender differences in communication.						_
E.	Presents a positive, professional image.						_
F.	Develops and utilizes effective techniques in educational, career and personal counseling.						
G.	Is honest and fair with students.						_
н.	Presents information that is accurate and relevant.						
I.	Assists students in clarifying goals and decision making.						
J.	Uses technology as an aid in counseling.						
K.	Demonstrates knowledge of academic policies and current career information.			<u> </u>			_
L.	Overall Summary of Counseling Visitation.						

М.	Narrative Summary of Counseling Events During the Session	
N.	Comments by Professor (Optional)	
Ο.	Signatures:	
	Observer:	Date:
	Professor:	Date:
	Distribution: Faculty Member - Summary Division Office Human Resources - Summary 7/06; 7/08	

1.4.c.	CLAS	SROOM								
Adjunct	Prob.	Regular	Dept. Chair	■ Classroom Visitation Evaluation of	f Distan	ice L	.ear	ning	Fac	:ult
X	х	х		■ Mt. San Antonio College						
rofesso	r:			Date & Time of Visit:						
epartm	ent:			Subject Taught:						
bserver	1									
nd the	faculty	, member	before t	air evaluation, it is recommended that a dialo the actual visitation. This dialog can includ course outline of record, and DL Course amen	e how to	o nav				
ting: 1	Per	formance	exceeds	the standard (Used to commend the recipient for per	formance a	ahove	the ex	necte	۹)	
2				ne standard (Used to acknowledge satisfactory perform						1
3				nended (Used to warn the recipient that performance is				-	J(103)	
4	•			t meet the standard (Used for unacceptable perform		ac 15 C/	прессе	ω,		
5				icient data	idi icc)					
_				ets the standard' (#2) must be accompanied by an e	evnlanato	rv ren	nark h	w the	evalı	ıato
_					охрічнічесь:	,		,	. cva.c	
marks o	r specific	suggestio	ns for cha	nge optional in "comments" space provided.						
CLAS	S DYNA	MICS			Rating:	1	2	3	4	5
•	Presents	a positive,	profession	nal image in face-to-face meetings and/or in course v	vebsite.					
•	Course v	website set	s a tone fo	or a class environment that promotes the learning p	rocess.					
•	Encoura	ges studen	t commun	ications and interactions in the course website.						
•	Organize	es class act	ivities effe	ectively.						
•	Commur	nicates effe	ctively in	course website.						
	C	nicatos offo		face-to-face meetings.			l			$\overline{+}$

Comments:

Demonstrates respect, courtesy and fairness with all students.

Conducts interactions with students in a non-threatening manner.

В.	Teac	hing Strategies and Techniques Rating:	1	2	3	4	5
	•	Provides a safe environment for student participation that is conducive to the learning process.					
	•	Information presented is accurate and compliant with current course outline and/or syllabus.					
	•	Embellishes course content/discussion by providing relevant information from sources other than textbook, if appropriate.					
	•	Presents content or uses a format organized in a logical sequence.					
	•	Encourages critical, evaluative thinking, questioning, and reasoning.					
	•	Appropriately utilizes online activities to enhance course content.					
	•	Online course content is easily accessed in course website.					
	•	Demonstrates effective and regular contact with students.					
	Com	ments:					
C.	Class	Preparation and Subject Matter Expertise Rating:	1	2	3	4	5
	•	Shows evidence of thorough preparation through content presented in course website.					
	•	Activities chosen demonstrate academic rigor appropriate to level taught.					
	•	Subject matter expertise is reflected in course website.					
	•	Course delivery agrees with Methods of Instruction listed in Distance Learning Course					
	•	Amendment Form for this course.	<u></u>		1		

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Comments:

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	Comments by Evaluator:			I	l l
_	Commants by Drefessory (ontional)				
Е.	Comments by Professor: (optional)				
F.	Signatures:				
	-				
	Observer:	Date:			
	Observer:	Date.			
	Professor:	Date:			
	Distribution:				
	Faculty Member Division Office				
	Human Resources – Adjunct Faculty Only				
	7/08, 8/13				

D. Overall Summary of Classroom Visitation

Rating: 1 2 3 4 5

H.4.d. LAB ■ Lab Classroom Visitation Evaluation ■ Dept. Prob. Adjunct Regular Chair X ■ Mt. San Antonio College Professor: ______Date & Time of Visit: ______ Department: ______Subject Taught: _____ Note: This form is optional at the discretion of the observer and may be used in place of form H.4.a. for laboratory environments. Second Visit (For probationary faculty only) Rating: 1 Performance exceeds the standard (Used to commend the recipient for performance above the expected) 2 **Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities) 3 Improvement recommended (Used to warn the recipient that performance is below what is expected) 4 **Performance does not meet the standard** (Used for unacceptable performance) 5 Not applicable/insufficient data Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator. Remarks or specific suggestions for change optional in "comments" space provided. **Lab Classroom Dynamics** 1 2 3 5 Rating: Encourages student participation by inviting questions, allowing students to problem-solve, or encourage feedback during lab class session. Listens attentively and gives explanations to students with clarity and a non-threatening manner. Verbal expressions and physical demeanor set a tone for lab classroom environment that promotes the learning process. Demonstrates awareness and/or sensitivity to cultural, ethnic, and gender differences in communication with class members. Presents a positive, professional image. Communicates effectively orally and in writing. Demonstrates effective lab classroom management skills.

Co	m	m	en	ts:

3.	Teac	ching Strategies and Techniques	Rating:	1	2	3	4	5	
	•	Provides a safe environment for student participation that is conducive to the process.	learning						
	•	Information presented is accurate and appropriate to the situation.							
	•	Balances presentation/demonstration with opportunities for hands-on practice	. .						
	•	Presents content or uses a format organized in a logical sequence.							
	•	Encourages students' exploration and utilization of lab resources.							
	•	Appropriately utilizes board, overheads, or other instructional aids to enhance presentation/demonstration.							
	•	Distributes handouts or instructional materials that are appropriate to content presented.	being]
	•	Shows enthusiasm for the subject matter to encourage active student participle learning.	ation in]
	Com	ments:							
Ξ.	Clas	sroom Preparation and Subject Matter Expertise	Rating:	1	2	3	4	5	1
	•	Shows evidence of thorough preparation.				<u> </u>	<u> </u>	<u> </u>]
	•	Chosen materials demonstrate academic rigor appropriate to level taught.							
	•	Demonstrates subject matter expertise.							

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 July 1, 2019 – June 30, 2022
 Year Two-of-Three

presented/demonstrated, when appropriate.

Distributes handouts or instructional materials that enhance the content being

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D.	Overall Summa Rating:	ary of Lab Classroom Visitations		1	2	3	4	5
	Narrative Summa	ary of Lab Events During the Presentation:						
E.	Comments by	the Professor (optional)						
F.	Signatures:							
	Observer:		Date:					
	Professor:		Date:					
	Distribution: Faculty Member							
	Division Office	– Adjunct Faculty Only						

Faculty Contract
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 Year Two-of-Three

Comments:

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Adjunct	Prob.	Regular	Dept.		■ Fac	cult	ty A	Adn	mir	nis	stra	ativ	ve l	Ev	alu	ıat	ior								
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Profess	or:														_ Da	ate:									
Departr	nent:																								
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A. Tead	ching Co	mpetenc	ies:														Ra	iting	:	1	2	3	4		5
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•	This pro	fessor dev	elops and	d util	ilizes ef	ffectiv	ive pe	edag	gogi	ical t	tech	nniqu	ues.										1		
•	This pro	fessor pre	pares tho	roug	ghly fo	r all c	class	assi	ignn	nen	ıts.														
•	This pro	fessor den	nonstrate	s co	ompete	nce in	in ass	signe	ed s	subj	ject	mat	ter.												
Cor	nments:																								
B. Prof	essional	Interact	ions:														Ra	ting	:	1	2	3	4		5
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•	This pro	fessor adh eagues.	neres to et	thica	al princ	ciples	s in in	ntera	actic	ons	with	n a c	diver	se p	oopu	ılati	on o	f stafi					I		
Cor	nments:																								
20.																									

C. Promptness with Deadlines:

Rating: 1 2 3 4 5

	•	This professor prepares all records and reports accurately and completely and submits by the established deadlines.				1	
	•	This professor adheres to faculty evaluation procedures and timelines.					
	Cor	mments:		•		•	
D.	Avai	lability and Meeting Obligations: Rating:	1	2	3	4	5
	•	This professor demonstrates prompt/regular attendance at all class meetings and adheres to scheduled dismissal times.					
	•	This professor fulfills obligations for involvement at department meetings, committee meetings, and college wide meetings.					
	•	This professor is reasonably accessible to students including maintenance of scheduled office hours.					
	•	This professor works collaboratively with colleagues in the creation of department goals, the planning of agenda, assessment activities, and curriculum development.					
	Cor	mments:					
F	Invo	olvement (Service to the College):	1	2	3	4	5
Ε.	Invo	olvement (Service to the College): This professor is involved reasonably in the total program of the college including activites	1	2	3	4	5
E.		Divement (Service to the College): Rating: This professor is involved reasonably in the total program of the college including activites on campus and/or within the department.	1	2	3	4	5
E.	•	This professor is involved reasonably in the total program of the college including activites on campus and/or within the department. This professor is involved regularly in professional development.	1	2	3	4	5
E.	•	This professor is involved reasonably in the total program of the college including activites on campus and/or within the department.	1	2	3	4	5
E.	•	This professor is involved reasonably in the total program of the college including activites on campus and/or within the department. This professor is involved regularly in professional development.	1	2	3	4	5
E.	•	This professor is involved reasonably in the total program of the college including activites on campus and/or within the department. This professor is involved regularly in professional development.	1	2	3	4	5
E.	•	This professor is involved reasonably in the total program of the college including activites on campus and/or within the department. This professor is involved regularly in professional development.	1	2	3	4	5
E. F.	• Cor	This professor is involved reasonably in the total program of the college including activites on campus and/or within the department. This professor is involved regularly in professional development. mments:	1	2	3	4	5
E. F.	• Cor	This professor is involved reasonably in the total program of the college including activites on campus and/or within the department. This professor is involved regularly in professional development.	1	2	3	4	5
E. F.	• Cor	This professor is involved reasonably in the total program of the college including activites on campus and/or within the department. This professor is involved regularly in professional development. mments:	1	2	3	4	5
E.	• Cor	This professor is involved reasonably in the total program of the college including activites on campus and/or within the department. This professor is involved regularly in professional development. mments:	1	2	3	4	5
E.	• Cor	This professor is involved reasonably in the total program of the college including activites on campus and/or within the department. This professor is involved regularly in professional development. mments:	1	2	3	4	5
	• Cor	This professor is involved reasonably in the total program of the college including activites on campus and/or within the department. This professor is involved regularly in professional development. mments:	1	2	3	4	5
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	• Cor	This professor is involved reasonably in the total program of the college including activites on campus and/or within the department. This professor is involved regularly in professional development. mments: Ininistrator's Comments: rall Rating: 1 Performance exceeds the standard (Used to commend the recipient for performance all programs).	bove ties a	the ex	«pecteo	d)	5
	• Cor	This professor is involved reasonably in the total program of the college including activites on campus and/or within the department. This professor is involved regularly in professional development. Imments: Ininistrator's Comments: Tall Rating: Performance exceeds the standard (Used to commend the recipient for performance all Performance meets the standard (Used to acknowledge satisfactory performance of dut)	bove ties a	the ex	«pecteo	d)	5

H. Signatures:

■ Faculty Contract ■ July 1, 2019 – June 30, 2022 Year Two-of-Three ■

e:
Dat

I. Comments by Professor (optional):

Distribution:

Faculty Member Division Office Personnel File 8/04; 7/05; 7/06; 7/08; 7/11;7/14, 7/16

		SELF JATIOI	N			
Adju		Prob.	Regular	Dept. Chair		Self Evaluation — Faculty ■
>	(X	X			Mt. San Antonio College ■
Pro	fesso	or:				Date:
Dep	artm	nent:				
	Adjur	nct Facult	ty 🗌	Probation	ary F	Faculty, Completing Year: 1 2 3 4 Tenured Faculty
•	The					and yearly report of supplemental hours must be submitted S FOLLOWING THE END OF THE SPRING SEMESTER.
A.	Eva	luation	tools use	d:		
		Self ((required) Manager			Student (required): Peer (required): Classroom:
В.	Sur	nmary o	of studen	t evaluat	ions	s/summary of classroom evaluations by peers (include sample comments):
	Area	as of exc	ellence:			Areas for improvement:
C.	yea		your top 1	t he folk – 5 goals		g self and professional improvement items in the academic Action Plan:
D.	I ne	• Equ	iipment, s	,	onfer	ences, training, etc.
		• The	e Dean, As	sociate D	ean,	or Department Chair can give me assistance by:
E.	Sig	natures	:			
			Professor	:		Date:
		Dean or	Designee	:		Date:
F.	Pro		Comment			

Distribution:

Faculty Member Division Office Human Resources 8/03; 7/05; 7/06; 7/08

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	b.: SEL					
	Prob.	Regular	IR Dept.		elf Evaluation - Chair ■	
Adjunct	X	X	Chair	ł	It. San Antonio College ■	
				1	-	
					Date:	
Dep	artment:				Division:	
The	self-eva	aluation	repor	t mu	t be submitted by the end of the week of semester.	eight (8) of the spring
A.	Summary (Article 18		plishme	nts a	l performance based on Department Chair Perfor	mance Expectancies
	Areas of Ex	cellence:			Areas for improvement:	
В.	I will be w academic				g self and professional improvement items in the	·
	Goals & Ob	jectives:			Action Plan:	
C.	I need the ● Su	e followir	_		g, etc.	
	• Th	ne Dean o	r Associat	e Dea	can give me assistance by:	
D.	I have me participat				(4) hours of mandatory department chair training	ng this year by
E.	Signature	s:				
	Depart	ment Cha	ir:		Date:	
	Dean c	r Designe	e:		Date:	
F.					ts (optional):	

Distribution: Faculty Member Division Office Human Resources 7/14

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Mt. San Antonio College Mt. San Antonio College				-					-				
Mt. San Antonio College	H.7.	a: SUM	MARY		l								
Professor:	Adjunct	Prob.	Regular		■ Probation	onary Faculty E	valuation	Summ	ary				
Department:		X			■ Mt. San	Antonio Colleg	e ■						
1 Performance exceeds the standard (Used to commend the recipient for performance above the expected) 2 Performance meets the standard (Used to acknowledge satisfactory performance of duties and responsibilities) 3 Improvement recommended (Used to warn the recipient that performance is below what is expected) 4 Performance does not meet the standard (Used for unacceptable performance) 5 Not applicable/insufficient data by rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator. rating of "Performance does not meet the standard" in any category may be sufficient grounds for not excommending retention. PEER EVALUATION SUMMARY Team Comments (mandatory): STUDENT EVALUATION SUMMARY Team Comments (mandatory): PORTFOLIO EVALUATION SUMMARY Team Comments (mandatory): CLASSROOM VISITATION EVALUATION SUMMARY, if applicable Team Comments (mandatory): COUNSELING VISITATION EVALUATION SUMMARY, if applicable Team Comments (mandatory): ADMINISTRATIVE RESPONSIBILITIES EVALUATION Team Comments (mandatory): FACULTY SELF-EVALUATION PAGRATICE TO THE COLLEGE Rating: 1 2 3 4 5	Profess	sor:					Date:						
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Faculty Contract
 July 1, 2019 – June 30, 2022
 Year Two-of-Three

K. EVALUATION TEAM RECOMMENDATION

YEAR completed									
	rict enter into a contract for a s	second academic year.							
		ee for the following academic year.							
	 no recommendation required 								
	•								
We recommend that the Dist	strict enter into a contract for the third and fourth academic years.								
		ee for the following academic year.							
· · ·									
3 Completing 3 rd year of 3 rd &	4 th Year contract. No recomme	endation needed.							
We recommend that the Dist	rict employ this employee as a	tenured employee.							
	the District employ this employe								
SIGNATURES: Team Faculty Member	Team Faculty Member	Date							
reality rember	reall racatey richiber	butc							
Team Faculty Member	Team Faculty Member								
Team Faculty Member	Dean or Associate Dea	n/Director							
I have seen this evaluation summary and	d have discussed it with the eva	aluation team.							
Professor Signature	Professor Name	Date							
REVIEW OF EVALUATION AND RECO	OMMENDATION:								
		_ □ Agree □ Disagree □ N/A							
Vice President	Date								
President	 Date	_ □ Agree □ Disagree □ N/A							
BOARD ACTION: □ Employ □	Not Employ	_							
	Date								
Distribution:									
Faculty Member									
Division Office									

Human Resources

8/04; 7/05; 7/06; 7/08, 7/14

2019-2022 F	FACULTY	CONTRAC	7
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PRESCRIPTIVES Dept. ■ Recommendations and Prescriptives Prob. Regular Adjunct Chair ■ Mt. San Antonio College X _____ Date:_____ Department: Probationary Faculty, Completing Year: 1 2 3 4 **Recommendations:** The evaluation team offers the following recommendations for improvement: В. **Prescriptives:** The evaluation team prescribes the following activities in order for the professor to acquire the skills and behaviors needed to achieve a competent and adequate performance: **Prescribed Activities Expected Outcomes** To be completed by (date) 1. 2. 3. 4. C. Signatures: **Team Faculty** Members: Date: Administrator: Date:

Date:

Distribution:

Professor:

H.7.b: SUMMARY:

Faculty Member Division Office Human Resources 8/04; 7/05; 7/06

H.7.c: SUMMARY: RESPONSE to Rx

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Adjunct	Prob.	Regular	Dept. Chair
	X		

- Response to Prescriptives ■
- Mt. San Antonio College

Pro	fessor:	Date:
De _l	partment:	
Pro	bationary Faculty, Com	npleting Year:
A.	Professor's Respons	se to Prescriptives: (submitted upon completion of prescribed activities)
	Professor:	Date:
В.	Evaluation Team Re Comments:	esponse:
	The professor (check of applied in the prior ev	
C.	Signatures:	
	Team Faculty Members:	
		Date:
		Date:
	Division Administrator:	Date:

Distribution:

Faculty Member Division Office Vice President of Instruction Human Resources 8/04; 7/05/; 7/06; 7/08

H.8: ADJUNCT SUMMARY Dept. ■ Adjunct Faculty Summary ■ Adjunct Prob. Regular Chair ■ Mt. San Antonio College X Date: Professor: Department: Rating: **Performance exceeds the standard** (Used to commend the recipient for performance above the expected) 1 2 Performance meets the standard (Used to acknowledge satisfactory performance of duties and responsibilities) 3 Improvement recommended (Used to warn the recipient that performance is below what is expected) 4 Performance does not meet the standard (used for unacceptable performance) 5 Not applicable/insufficient data Any rating other than "Performance meets the standard" (#2) given in any evaluation category must be accompanied by an explanatory remark by the evaluator. **Instructions:** In cases where the rating falls below "Performance meets the standard" (#2), evaluative comments shall identify Teaching Faculty Performance Expectancies applicable to adjunct faculty, as outlined in Article 18.L.2, in addition to relevant teaching performance issues documented in student evaluations, classroom visitations, and/or in student complaints. In addition, specific suggestions for improvement shall be provided. A. Teaching Competence: Rating: 1 2 5 This professor complies with course outline. This professor develops and utilizes effective pedagogical techniques. This professor prepares thoroughly for all class assignments. This professor demonstrates competence in assigned subject matter. Rating: **Professional Interactions:** 2 3 4 5 This professor cultivates a supportive environment for students. This professor adheres to ethical principles in interactions with a diverse population of students. This professor adheres to ethical principles in interactions with a diverse population of staff and colleagues. **Promptness with Deadlines:** Rating: 3 5 This professor returns student exams and papers in a timely fashion. This professor prepares all records and reports accurately and completely and submits by the established deadlines. This professor adheres to faculty evaluation procedures and timelines. D. Availability and Meeting Obligations: Rating: 1 2 3 4 5 This professor demonstrates prompt/regular attendance at all class meetings and adheres to scheduled dismissal times. This professor is reasonably accessible to students as described in the syllabus. This professor is reasonable accessible and responsive to department and division.

Faculty Contract
 July 1, 2019 – June 30, 2022
 Year Two-of-Three

E. Overall Rating

■ Page 179

5

2

Rating:

г.	Comments:		
G.	Signatures:		
	Department Chair:	Date:	
	Division Administrator:		
		Date:	
	Professor:	Date:	
Н.	Comments by Professor (ontional):	
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Distribution: Faculty Member Division Office Human Resources 8/04; 4/05; 7/05; 7/06, 8/13; 7/14, 7/16

H.9: REGULAR FACULTY SUMMARY Adjunct Prob. Regular Dept. Chair

X

	Regular	Faculty	Summary	Evaluation	
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■ Mt. San Antonio College ■

Prof	essor:		Date:	
Depa	artment:			
A.	Summarize the progr	ess made on goals and objective	es from years 1 and 2:	
В.	Summarize Self Evalu	uation Findings from years 1 and	2:	
C.	Summarize all Yearly	Reports of Service to the Colleg	e for the previous three ye	ars:
D.	Signature:			
_	Parisonal Inc.	Professor		Date
E.	Reviewed by:	Division Administrator		Date
	Distribution:			

Faculty Member Division Office Human Resources 8/04, 4/05, 7/05; 7/06; 7/08

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Comments:

of the primary terms.

AVAILABILITY SUMMARY:

C.	CO	MPLIANCE WITH POLICIES Rating:	1	2	3	4	5
	•	Participates in full time faculty hiring, assignment, orientation, and evaluation processes.					
	•	Represents the departments in the development of position requests, hiring announcements, and the selection process for faculty recruitments.					
	•	Facilitates the assignment of department members to serve on tenure evaluation committees and participates in the tenure evaluation committees for all probationary faculty within the department.					
	•	Reviews and updates curriculum as needed to maintain articulation agreements with other academic institutions, to meet program accreditation standards (if applicable) and to align with industry standards (if applicable).					
	•	Facilitates collaborative curriculum review and approval processes in department (and advisory, if applicable) meetings according to established procedures.					
	•	Maintains a respectful working relationship with faculty and classified staff.					
	•	Assists and advises the division administrators in the implementation of College policies and procedures within the department.					
	•	Conducts and organizes the recruitment, maintenance of an adjunct pool, hiring, orientation, assignment, and evaluation of adjunct faculty within the Department, adhering to all faculty evaluation procedures, guidelines, and timelines.					
		COMPLIANCE SUMMARY:					
	Cor	mments:					
D.	LE	ADERSHIP Rating:	1	2	3	4	5
	•	Facilitates monthly meetings that encourage collaborative department decision-making and response to College initiatives.					
	•	Regularly brings department business as well as college-wide issues and directions to department meetings for discussion.					
	•	Represents departmental issues, planning priorities, needs, and responses at Division and advisory committee meetings.					
	•	Facilitates the collaborative development, revision, and monitoring of student learning and other outcomes for both courses and programs annually with the aid and consent of department members.					
		of department members. LEADERSHIP SUMMARY:					\Box
	Cor	mments:		•	•	•	
E.	RF	SPONSIBILITIES Rating	. 1	2	3	4	5
	•	Submits required reports (including scheduled course offerings, PIE, and adjunct evaluation summaries) within established timelines.					
	•	Submits department reviewed and approved curriculum within established timelines.					
	•	Adheres to all faculty evaluation procedures and timelines.					
	•	Submits department and advisory meeting minutes within established timelines.					
	•	Monitors department budgets, needs, equipment, and supplies.					
	•	Completes budget process (including planning, reviewing, and expenditures) within established timelines. Organizes and facilitates department meetings that keep faculty in the department					
	-	organizes and racintates department meetings that keep ractity in the department	Ь		1		

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	informed on departmental as well as college-wide issues.						
•	 Performs such other duties and responsibilities that require department in mutually agreed to by the department chair and the division dean. 	volvement as					
C	Comments: RESPONSIBILITY	SUMMARY:					
	OVERALL SUMMARY OF DEPARTMENT CHAIR EVALUATION Comments:	Rating:	1	2	3	4	5
C	COMMENTS BY DEPARTMENT CHAIR(S) [optional]:						
S	SIGNATURES:						
S	ignature of Evaluator:						
<u> </u>	Division Administrator	Date					
S	ignature of Evaluatee(s):						
Ē	Department Chair or Co-chair(s)	Date					
Ē	Department Co-Chair(s)						
F	deviewed by:						
Ā	ppropriate Vice President	Date					
	Distribution Department Chair(s)						

Department Chair(s)
Division Office
Vice President of Instruction
Human Resources
8/04, 7/05; 7/06; 708; 4/11, 5/15

H.11: SERVICE TO THE

	X	X	
Adjunct	Prob.	Regular	Dept. Chair
COLL			

- **■** Yearly Report of Service to the College
- Mt. San Antonio College ■

Professor:	Date:	

Every full-time unit member teaching 30 LHE or 36 LHE is required to spend an average of six (6) service hours weekly (for teaching faculty), eight (8) service hours weekly for counselors, and five (5) service hours weekly for librarians. Faculty with reassigned time or partial teaching assignments shall adjust the hours proportionate to their classroom teaching load.

Please describe your involvement in the following categories. Do not include overload teaching assignments or activities for which you were awarded a stipend as per Appendices B, D, and E of the current contract. It is not necessary to have involvement in every category.

DUE DATE: This form must be submitted to your Division Office within two weeks following the end of the Spring Semester. Academic Year

	Involvement/Description:
Professional Activities (professional growth,	
conference and workshop attendance, etc.)	
Campus Life (Student Life activities, campus clubs,	
commencement, campus events, etc.)	
College committee and task force work	
Outcomes Assessment and other related activities	
Curriculum Development	
Department involvement (meetings, committees,	
evaluations, etc.)	
Community Activities (related to my assignment and	
that bring benefit to the college)	
Grant and Award Applications and non-paid	
participation in grant activities	
Participation in Organizations related to my assignment	
Review of Literature related to my assignment	
Other appropriate activities	

Revised 7/05; 7/06; 7/07; 7/08; 7/11; 8/13

H.12: PROBATIONARY FACULTY TEAM RESPONSIBILITIES

Adjunct	Prob.	Regular	Dept. Chair
	Y		

■ Probationary Faculty Team Responsibilities

Х	■ Mt. San Antonic	College =	
Professor:		Date:	
Department:		Completing Year:	1 2 3 4
Evaluation Te Manager		Faculty:	
Evaluation Pro	ocess		
A. Classro	Year 1: By the end of week 6 (fall semester)		end of fall semester
Assiç	Year 2: By the end of week 12 (fall semester) gnments: Team Member	Year 4: As nee <u>Class/Activit</u>	
	 Classroom visitations shall be announce visit. (18.A.2.) Observation of the faculty member's of the faculty member of the facu		
B. Stude	possible by consultation or written comment Evaluations	munication in order	to discuss the observation. (18.A.3.)
	Year 1: By the end of week 12 (fall semester) Year 2: By the end of week 12 (fall semester)	Year 3: By the Year 4: As nee	
Assig	gnments: <u>Team Member</u>	Class/Activit	¥

C.	Portfolio Evaluati	on (Please indicated)	ate team members	s responsible fo	or po	ortfolio review.)
			ek 12 (fall semest			: Not applicable
	Assignments:	sy the end of we	ek 12 (fall semest	.er) rea	r 4 :	: Not applicable
	Team Me	mber				
Ь	Peer Evaluations					
υ.		mpleted by the e	end of the fall sem	ester. (Recom	mer	nded by week 12.)
	Responsible Tear	n Member:				
E.	Administrative Ev					
	To be co	mpleted by the e	end of the fall sem	ester.		
	Responsible Tear	n Member:				
F.	Summary Evaluat	ion				
		mpleted by the e	valuation team.			
	Includes:	•Peer evalua	tion summary,			
			luation summar	7/		
			aluation summa	•	nd 2	2)
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			visitation summ		-	
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			evaluation, and	ies evaluatioi	١,	
		•	rt of supplemen	tal hours		
		•yearry repor	it of supplemen	tai ilouis.		
	Date and time:					
	Year 1: By the e Year 2: By the e					By the end of week 6 of the spring semester By the end of the fall semester
	Teal 2. by the e	na or the fall ser	nestei	ı cai	т.	by the end of the fair semester
G.	Responses to Pre	scriptives (if a	pplicable)			
					ty r	member and the evaluation team must respond
	before co	mpleting the sul	osequent year eva	luation.		
н.	Evaluation Confe	rence				
	Date and time:					
	Year 1: By the e	nd of the fall ser	nester	Year	3.	By the end of week 6 of the spring semester
	Year 2: By the e					By the end of the fall semester
				<u>-</u>		

I. SIGNATURES:

Probationary Faculty Member	Date
Administrator	Date
Team Member	Date
Team Member	Date
Team Member	Date
Team Member	Date

Distribution: Faculty Member Division Office Personnel File

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 July 1, 2019 – June 30, 2022
 Year Two-of-Three

Faculty Member Division Office

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H.13: DL CONTACT

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